

# **RPA 1**

## **Upper Explorerland Regional Planning Commission**

**Allamakee, Clayton, Fayette, Howard  
and Winneshiek Counties**

### **Passenger Transportation Plan**

#### **Annual Update FY 2014**

Preparation of this document was financed in part through federal funds provided by the U.S. Department of Transportation, Federal Highway Administration, the Federal Transit Administration and Iowa Department of Transportation funding.

# **FINAL**

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## **INTRODUCTION**

RPA 1, Upper Explorerland Regional Planning Commission, completed and approved the full revision of the Passenger Transportation Plan (PTP) for FY 2011-2014 on May 17, 2010. This report will serve as the third annual update of the region's Passenger Transportation Plan for FY2014.

This annual update includes the following:

- A review of past and current public input regarding needs and gaps.
- A review and discussion of previously recommended projects.
- Recent developments (both positive and negative) that may impact passenger transportation in the region.
- A conclusive discussion regarding the need to make changes or adjustments to the previously recommended projects.

This report was completed by Upper Explorerland Regional Planning Commission staff with the assistance of Northeast Iowa Community Action Public Transit staff. Significant input was provided by members of the RPA 1 Transportation Advisory Group. The Final Passenger Transportation Plan was approved by the RPA 1 Transportation Policy Board on March 12, 2013 (Exhibit A).

## **PROCESS**

Human service and passenger transportation providers in the five counties served through RPA 1 are committed to the goals of the Passenger Transportation Plan process:

- Improve transportation services to lowans
- Increase passenger transportation coordination
- Create awareness of unmet needs
- Develop new working partnerships
- Assist decision makers, advocates, and consumers in understanding the range of transportation options available
- Develop justification for future passenger transportation investments
- Save dollars and eliminate overlapping of services

The region has a strong Transportation Advisory Group (TAG) that brings representation from both public and private passenger transportation agencies and human services agencies with a broad spectrum of clientele. Agencies that serve children, college students, the elderly, disabled individuals, the unemployed, veterans, victims of domestic violence, healthcare and economic development have all agreed to participate as part of the TAG. During the past year, this group has met quarterly to discuss the progress on the PTP projects and the needs of their clientele as it pertains to transportation and will continue to meet on a regular basis throughout the coming years to ensure the implementation and updating of the region's Passenger Transportation Plan.

### ***Demographic Review***

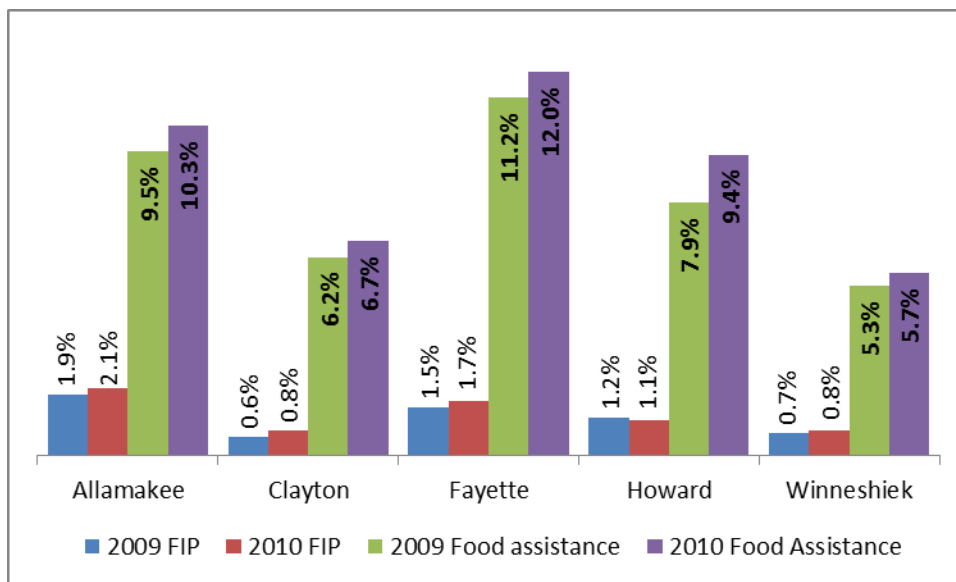
Demography plays a role in planning for passenger transportation as certain segments of the population are more likely to have public transportation needs than others. In addition, the relative remoteness of RPA 1's rural counties provides additional challenges to non-drivers as well as the passenger transportation providers that serve them.

RPA 1 represents a five-county region in Northeast Iowa covering 3,313 square miles of varying topography. Each of the counties is classified as non-metro (USDA, 2004), with only 4 of the 52 communities having populations over 2,500. Total population has been on an overall decline and the region has lost over 20% of its population in the past century. However, the elderly population continues to increase despite a shrinking overall population. Since 1980, the region's overall population lost 11% while the number of people over the age of 60 has increased by 2.5%.

These trends continue to put strain on the existing passenger transportation providers and on the communities as a whole as they struggle to meet the needs of an aging population. In the five-county region there are, on average, only 25 persons per square mile – less than half of the state's average of 54 persons per square mile (U.S. Census Bureau, 2011). These higher costs are often assumed by riders, many of whom are already struggling with the high cost of living. Each county continues to see a significant and growing percent of its population in Iowa's Family Investment Program (FIP) and receiving Food Assistance (Chart 1). The total percent of

the region's population that was receiving Old-Age, Survivors, and Disability Insurance (OASDI benefits) has remained unchanged over the past year at 23% of the population.

**Chart 1: Percentage of individuals receiving state aid through FIP or Food Assistance, 2009-2010**



Source: (Child and Family Policy Center, 2010)

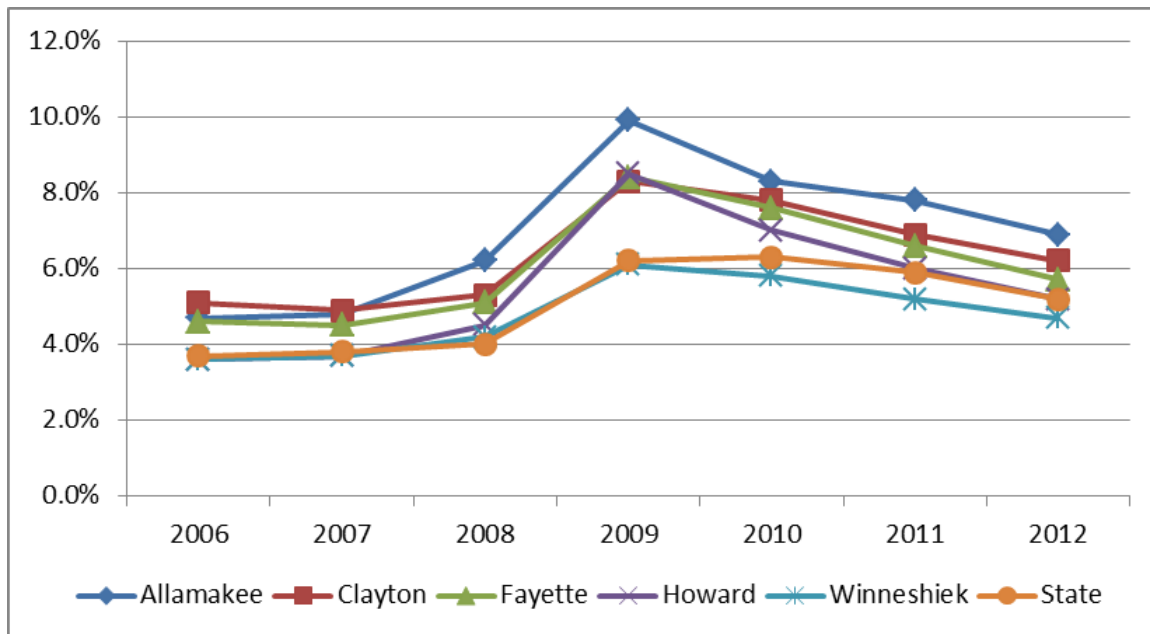
An increasing concern for the region is worker transportation. Given the size of the area and smaller population, people are spread out and many employment opportunities require a significant travel distance. Across the area, over 34% of the current workforce commutes greater than 25 miles for employment with over 43% working in a different county than where they live (U.S. Census Bureau, Center for Economic Studies, 2010). Serving such a spread-out population in an affordable manner has brought this issue up in the list of the Transit Agency's priorities. While demand-response public transit services exist in all areas of our region, the cost can be prohibitive to the riders who need to travel distances, even after local, state and federal dollars have been applied to offset costs. To make the ride most affordable to people, the public transit system needs to have significant ridership so the cost can be spread amongst many. Yet to have significant ridership, the cost needs to be affordable to begin with. The region is working hard to find a way to break this cycle and solve the affordability issue.

A newer transportation challenge has recently appeared in our state that has posed significant barriers to low-income and unemployed people trying to get back into the workforce. Iowa Workforce Development recently closed many outreach offices, which has forced unemployed and dislocated workers to travel greater distances to attend meetings and training sessions, to avoid the risk of losing their benefits. The state is also re-designing their TANF delivery system, by consolidating existing regions into fewer, larger areas. Participants now have to travel greater distances for service. Based on current transportation options, many will not be able to afford the transportation to seek services they desperately need.

Fortunately, the unemployment climate in our region is improving with significant drops in unemployment rates since the highs in 2009. Employers are now seeking workers in some

areas of the region, but transportation has become a barrier to some without reliable personal transportation. Chart 2 illustrates the decline in the unemployment rate for the individual counties in RPA 1.

**Chart 2: RPA 1 counties and state unemployment rates, 2006-present**



Source: (Iowa Workforce Development, 2013)

Members of the Transportation Advisory Group are all aware of these regional statistics and the stress placed on families trying to cope with challenging times. Their knowledge and relationships with populations that are more likely to have transportation needs and issues are the basis for the strategies laid out in this document.

### ***Previous Input Regarding Passenger Transportation Needs***

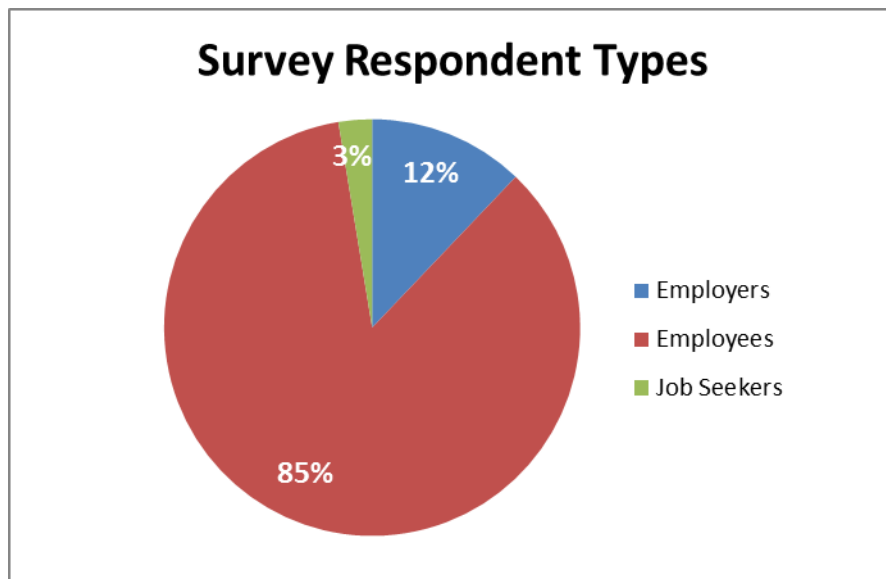
Previous input regarding passenger transportation needs throughout the RPA 1 service area indicated concerns and difficulties with the cost and accessibility of public transportation. Stemming from the 2011 telephone survey of area human service agencies, the Transportation Advisory Committee was concerned about the large percentage of agencies that reported using their own or staff vehicles to transport clients as a “last resort” if no other transportation was available. A few agencies owned their own vehicles and operate them as a service for their clients.

## Recent Input Regarding Passenger Transportation Needs

### Job Access Surveys and Interviews

Recent input on commuter transportation needs was gathered through an online and paper survey conducted in October and November of 2012 by UERPC and NEICAC-Transit. The survey was distributed to employers and employees across the region. Over 800 people from the five-county region responded to the survey as employers, employees or job seekers (Chart 3).

**Chart 3: Respondent Breakdown by Type**



The majority (56%) of the employers responding to the survey reported having 25 or fewer employees. Employers indicated a concern for employee transportation, with 23% noting that transportation plays a role in employee tardiness or absenteeism. 41% felt that having transportation services available to employees would make their employee's life better or give them new access to employees. Over 65% would consider supporting activities to help employees deal with transportation issues, ranging from information distribution to financial assistance.

Over 85% of the survey respondents were employees. An overwhelming majority of employees (88%) are currently driving themselves to and from work, although 61% indicated interest in participating in some type of ridesharing option. 34% have had some type of transportation-related issue that impacted their ability to get to work. Chart 4 illustrates the distance respondents commute to work one way. While 42% travel less than 10 miles one way, 23% travel more than 25 miles one way, or over 50 miles for the daily commute. Chart 5 shows the weekly transportation expenditures for work as reported by responding employees. Half of the respondents spend between \$36 and \$75 per week – or approximately \$1800 to \$3750 annually on travel to work. For a minimum wage earner, this could be 12 to 25% of an annual salary. Respondent income levels for this particular survey are indicated in Chart 6.

Chart 4: Survey of Employees, Commuting Distances

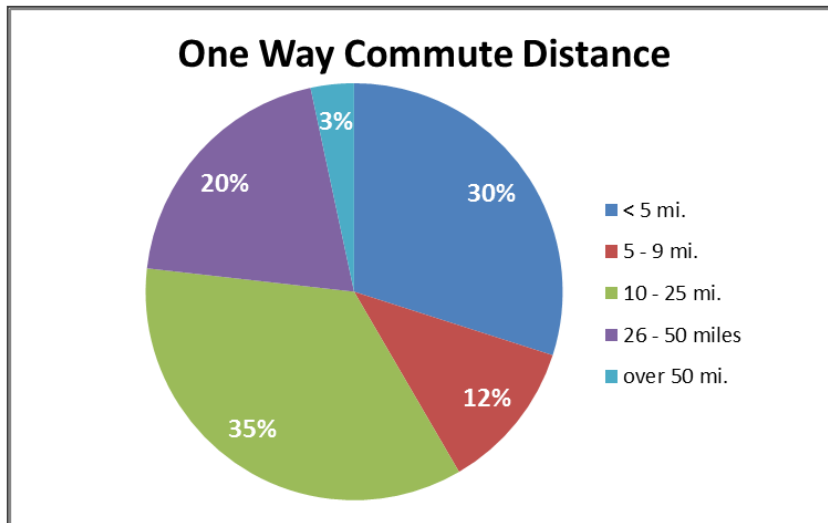


Chart 5: Survey of Employees, Weekly Work Transportation Costs

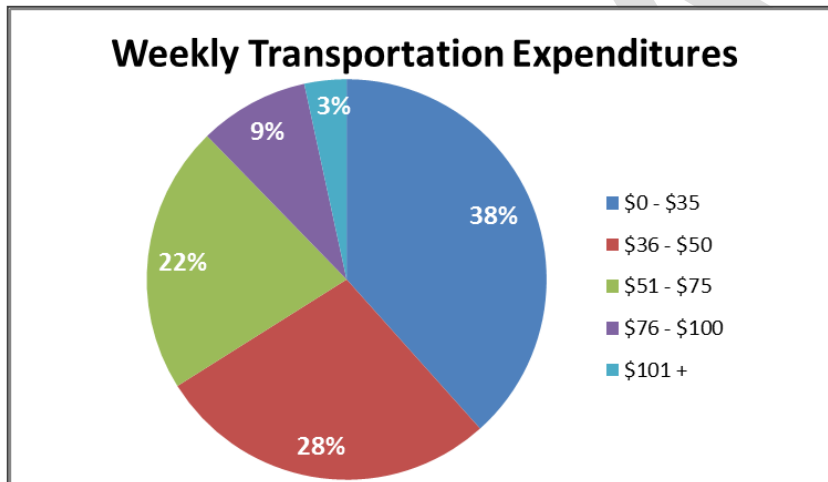
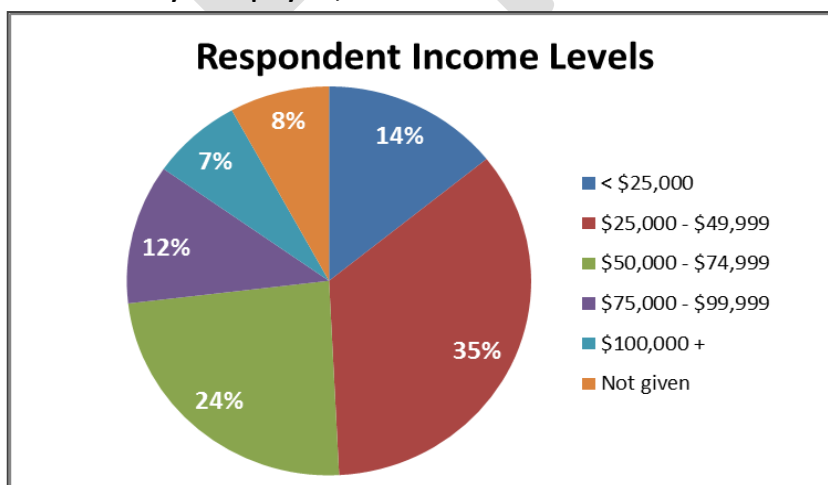


Chart 6: Survey of Employees, Income Levels





This data will be further refined to understand preferences by respondent type, age group and income levels to help understand the region's shared commuting potential.

In addition to the survey, interviews were conducted in each of the five counties with employers, employees and job seekers. All interviews were conducted in November of 2012. Employer and employee Interviews were held in Howard County on the 1<sup>st</sup>, in Winneshiek County on the 6<sup>th</sup>, in Allamakee County on the 7<sup>th</sup>, in Fayette County on the 7<sup>th</sup> and in Clayton County on the 21<sup>st</sup>. Job seekers were interviewed in Decorah at IowaWorks on the 8<sup>th</sup> and 9<sup>th</sup>.

The main points gleaned from the interviews include:

- There is a public misperception about Community Action's public transit service. People think the service is just for the disabled or elderly and that the general public can't use it.
- Most people do have a car to drive, but lack a backup system in place to get to work if they have car problems.
- People don't think about public transportation as something available in our area, they scramble to find another person to give them a ride when they need one.
- To get most people to use public transit, the ride must cost less than what a person would spend on gas for the same trip.
- Employers indicated that access to employees is restricted by the cost of gas; if the commute is expensive, it makes it hard to attract and retain employees, especially for lower wage jobs.
- There are employers in the region that have positions they can't fill right now and they need to find ways to draw candidates from other areas. There are also companies that want to expand, but are afraid they will not be able to find the workforce to fill the new positions.
- Low income job seekers are really struggling with affordable and reliable transportation. People with broken down vehicles, or who don't currently have a vehicle or driver's license, are not left with many options they can afford. This creates great hardship and impacts their ability to improve their situation.

Job Access survey and interview questions and full survey results are attached as Appendix 1.

#### Mobility Manager Service Agency Survey

One of the first tasks undertaken by the new Mobility Manager was to survey our area service agencies. 68 surveys were mailed out to agencies in the five-county area, with permission to redistribute. 45 surveys were returned. Charts 7 and 8 indicate the agency response.

Chart 7: Survey Respondent Type

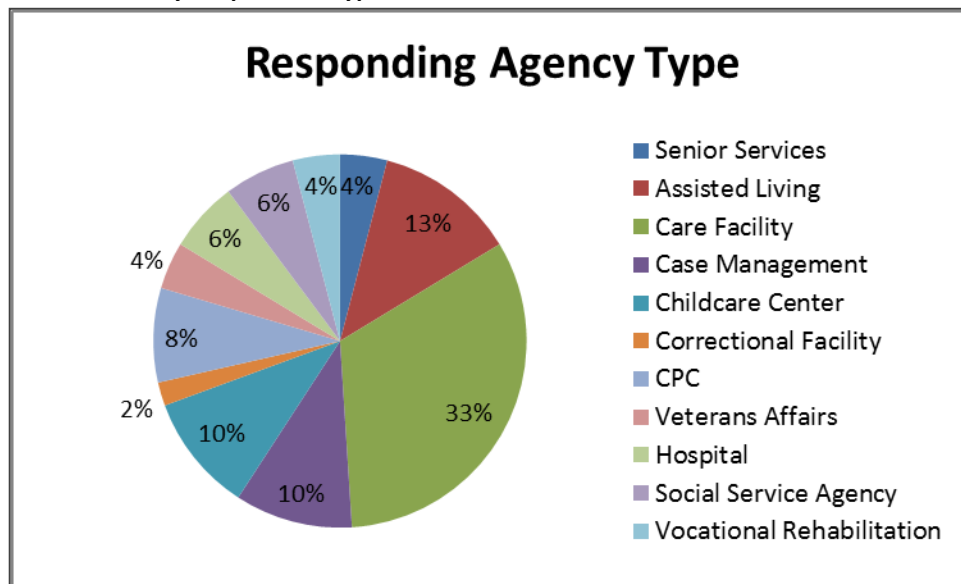
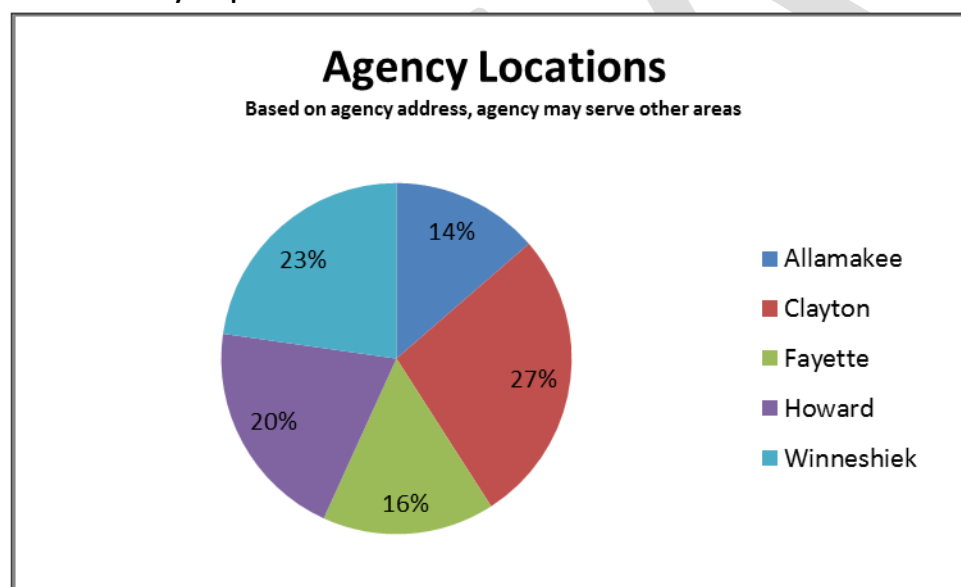


Chart 8: Survey Respondent Locations



The survey focused on several areas: knowledge of existing services, client transportation needs, employee transportation needs, and feedback on future project directions. The highlights of the survey include:

- 84% feel they are knowledgeable about existing transportation services
- 93% serve clients with transportation needs
- 95% indicated that their clients use transportation other than private vehicles
- Clients generally need transportation for medical trips (29%), shopping trips (17%) and recreational trips (16%)
- Client transportation is generally needed in the morning and midday hours, often on a daily basis
- 43% of respondents indicated that there were unmet transportation needs for their clients

- The biggest transportation concern among respondents was affordability, followed by convenience
- 82% indicated that a website that lists details about all of the transportation options in the area would be helpful to clients and employees

Mobility Manager Service Agency Survey questions and full results are attached as Appendix 2.

### ***Transportation Advisory Group***

The Transportation Advisory Group (Exhibit B) has met quarterly to discuss and review progress on the projects in the Passenger Transportation Plan and its Annual Updates. Minutes from the meetings are included as Exhibit C. A subcommittee of the Transportation Advisory Group was formed to participate in the Job Access Mobility Institute and has met on several occasions, as well as attended a Transportation Summit in Washington, D.C. in November. The members of the team are included on Exhibit B. This project is detailed later in this document.

## **PROJECTS**

### ***Job Access and Reverse Commute (JARC) and New Freedom Programs***

The JARC program is ongoing for now in Clayton County and the region hoped to expand its use of the service. With the signing of MAP-21 there is no earmarked funding for JARC and current funding for JARC will end on September 30, 2013. The JARC program service provides approximately 18,486 rides per year which equates to 9,498 miles traveled. At five days per week of service and four hours of service per day, Transit provides approximately 20 hours per week through this program. Calculated at \$24 per hour, the JARC benefit equates to \$480 per week or \$24,960 annually.

New Freedom funds were utilized for FY13 to fund a Mobility Manager for the region but will expire September 30, 2013. To continue funding for Northeast Iowa Community Action Corp. – Transit Mobility Manager, Transit will be applying to the Iowa Department of Transportation Office of Public Transit for JARC funding that has been set aside for the continuation of Mobility Managers throughout Iowa. The NEICAC Mobility Manager will focus efforts on the Wheels for Work Program for low-income individuals.

With the repeal of JARC and New Freedom programs, NEICAC expects to sustain the Wheels for Work program as a self-supporting revolving loan fund and will be continuing with the Mobility Manager position. Part of the mission of NEICAC is to “...create opportunities for basic self-sufficiency...” Given this goal, the organization sees value in continuing to financially support the Wheels for Work Program. In addition, the Mobility Manager’s work to build ridership through the Job Access Mobility Institute program is expected to increase revenue, some of which can help support the position. Funding will continue to be a challenge and the long-term viability of these programs cannot be completely assured. The political and economic climate at the local, state and federal levels will continue to impact future programming decisions.

### ***Marketing for Ridership***

Efforts have been made by Transit to market its services more broadly and participation in the Job Access Mobility Institute has helped identify new marketing ideas. Brochures have been updated and distributed to human service agencies, larger employers, tourism and economic development offices and higher education schools in the region. Although most residents of the region are aware of the public transit agency, many are unsure who can ride it, where it would take them and how to make arrangements for a ride.

### ***Collaborations for Support***

Beyond the community of Decorah, subsidies through community partnerships have yet to be established. The City of Decorah maintains its commitment of \$14,000 to Hometown Taxi. The funds are administered through NEICAC-Transit and subsidize rides for elderly residents. NEICAC-Transit matches the city's subsidy at the current time, but it is uncertain how long this extra subsidy will continue. The Depot, a Decorah organization, continues to help subsidize Hometown Taxi rides for disabled individuals by reimbursing the taxi service for rides provided up to an amount not to exceed \$7,000 annually.

Participation in the Job Access Mobility Institute has engaged local representatives from the transportation, work force, planning and economic development fields in developing alternative transportation options for our workforce. The project has allowed our team the expertise available from our coaches at CTAA (Community Transportation Association of America) and NADO (National Association of Development Organizations).

### ***Outreach to Elected Officials and Stakeholders***

The education of elected officials and stakeholders is an ongoing process. UERPC continues to participate in the Five-County Meetings held five times a year. These meetings provide the opportunity to share issues and ideas for passenger transportation among RPA 1 county supervisors. In addition, UERPC hosted two regional legislative forums in the region this year. These forums allow for the education of state legislators in our area's transportation needs.

Beyond local officials, service organizations often find that legislative decisions at the state or even federal level have unintended consequences for their clientele. The TAG will continue to monitor these discussions and provide input as necessary to legislators.

### ***Public Transit Fleet***

Public Transit continues its fleet replacement plan and continues to make improvements to its operations in order to make public transportation as efficient as it can be. The TPMS report is attached to this document as Exhibit D.

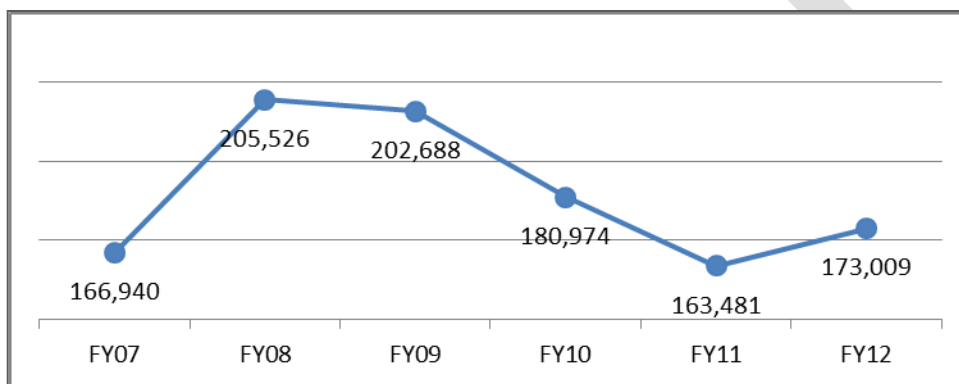
Units which should be replaced in FY2014 are:

- 03162 ADA Light Duty Bus
- 04063 ADA Conversion Van
- 04101 ADA Light Duty Bus
- 04102 ADA Light Duty Bus

- 05161 ADA Light Duty Bus
- 05162 ADA Light Duty Bus
- 05163 ADA Light Duty Bus
- 08061 ADA Conversion Van
- 08062 ADA Conversion

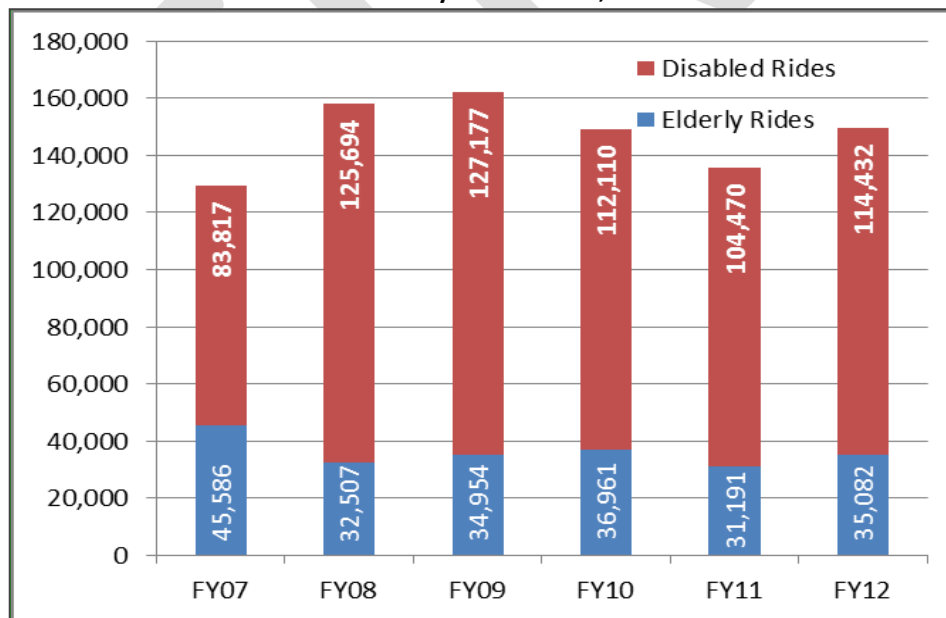
The past fiscal year has seen an increase in rides provided by Transit. Chart 9 demonstrates the total rides provided over the last six years. Chart 10 shows the number of rides provided for elderly and disabled riders. Along with the increase in the total number of rides and the rides provided to elderly and disabled riders, the percentage of rides that were provided to elderly or disabled riders has grown from 78% of the rides in FY07 to 86% of the rides in FY12.

**Chart 9: Total Public Transit Rides Provided, FY07-FY12**



Source: NEICAC Transit, 2012 (Earl Henry, 2013)

**Chart 10: Rides Provided for the Elderly and Disabled, FY07-FY12**

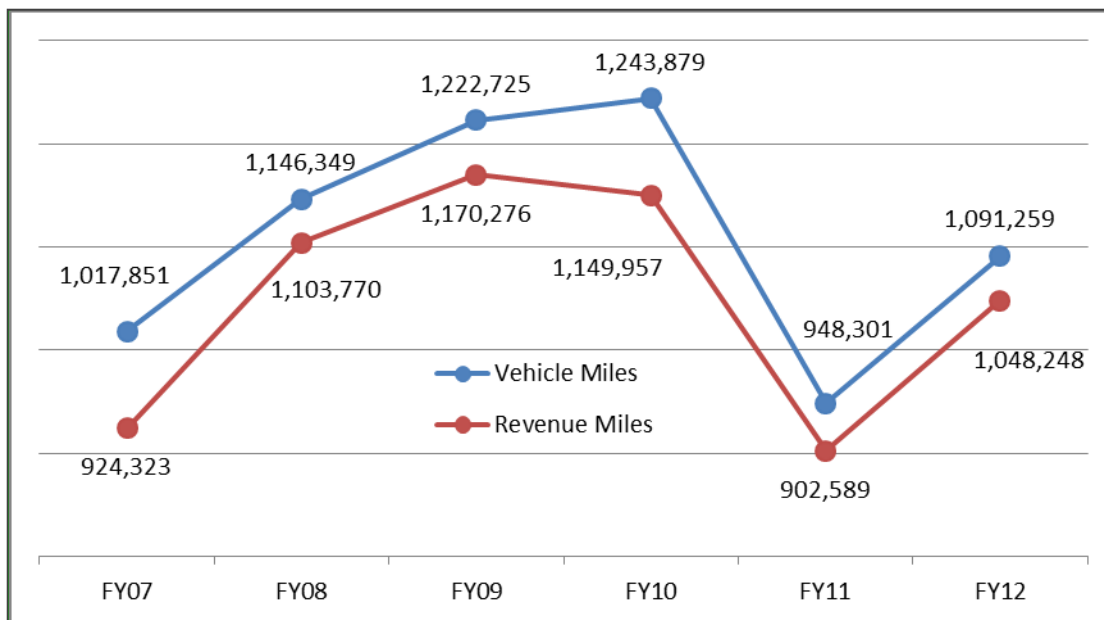


Source: NEICAC Transit, 2012 (Earl Henry, 2013)

Chart 11 displays the total number of miles driven in comparison to the revenue miles driven. Vehicle miles increased by over 15% and revenue miles increased by over 16%. A significant

portion of this increase can be explained by the increase in elderly and disabled riders, whose ridership grew by over 10%.

**Chart 11: Vehicle and Revenue Miles, FY07-FY12**



Source: NEICAC Transit, 2012 (Earl Henry, 2013)

Regional Transit continues to collect passenger surveys and the results of surveys collected this past year are as follows:

1. Was it easy to schedule your trip? Yes = 25 No = 0
2. Was your call taker courteous/helpful? Yes = 25 No = 0
3. Was your bus on time? Yes = 26 No = 0
4. Was your bus clean? Yes = 25 No = 0
5. Was your driver courteous? Yes = 26 No = 0
6. Was it easy to use our service? Yes = 26 No = 0
7. Which of the following do you most often use NEICAC-Transit for?
 

|            |    |
|------------|----|
| Work       | 1  |
| Medical    | 20 |
| School     | 0  |
| Shopping   | 4  |
| Recreation | 1  |
| Other      | 2  |
8. Would you recommend us to others – Please rate 1-10 (10=most likely). 21 riders rated this question a “10” and two riders rated a “9.”
9. NEICAC-Transit is always striving to improve our service. Please give us any suggestions that you might have.
  - I was an escort or assistant on your vans for several years and the Elkader, IA drivers are the best. I worked at the Elkader Care Center til my husband got ill at the day I used your van. Ron Schute was the driver - excellent.
  - I think you provide an excellent service and provide it well.

- Everything was perfect - I felt very safe with Pat's driving skills.
- It was wonderful for mom to use the transit from hospital to nursing home (first time).
- Thank you!
- I expected a bad winter but was able to drive. Maybe won't be so nice this year.
- I was very grateful
- It was a great help in our need.
- Will use more when weather changes. Thank you.
- It was perfect.

### ***Mobility Manager***

Mobility Management is in full swing in NE Iowa. The new Mobility Manager for the region has been given these main focus areas: strengthen partnerships, perform community outreach, identify unmet needs, and develop new services. To accomplish the outreach and partnership building, the Mobility Manager has been attending meetings and giving presentations on a very regular basis throughout the five-county area. This helps make and strengthen community connections and helps spread the word about Mobility Management and Public Transportation. The Mobility Manager has also conducted a transportation needs survey and has spent time talking and listening to people to try to identify unmet needs and to gather ideas for service improvements.

Achievements to date include:

- Grant written and received for the Wheels for Work program.
- Coordinated services with an adjacent regional transit agency that allows our citizens a more affordable ride option to Iowa City medical facilities each week.
- Expanded regular in-town service hours in Cresco, IA, ridership more than doubled.
- Assembled a team and co-wrote an application to the Job Access Mobility Institute hosted by CTAA. The team was selected as one of only 7 in the nation to participate in the program.
- Conducted an employee transportation survey that received 783 responses.
- Worked with partners in planning, economic development and work force to identify transportation barriers to employment in our area and develop possible solutions.
- Started work on developing a transportation website for NE Iowa that will give people a single place to go for transportation information.

## **RECENT DEVELOPMENTS**

### ***Transit Improvements***

NEICAC Transit continues to improve technology to support its operations. They have replaced the MDC Mobile Data Computers in each bus, replacing obsolete devices with the new Ranger IV. This effort continues to increase efficiency, expand communications capabilities and provide more security for the system. The internal scheduling and dispatch system continues to be updated as necessary to provide consistent, timely service to riders. Transit has contracted with Big Word and now offers translation assistance in over 150 different languages should anyone call or walk into the regional offices in need of such assistance.



The Charter rule continues to be a challenge for small nonprofit organizations looking for reasonably priced group transportation in the area. The current Charter rules are being revisited by FTA and it is hoped that a solution that works for both public and private transportation providers will be attained.

### ***Job Access Mobility Institute***

Our region was selected as one of seven across the nation to participate in the CTAA's Job Access Mobility Institute (JAMI). The program was designed to address transportation challenges in communities. The focus of our region is "How can we make transportation more affordable?"

The JAMI training and planning process began in September 2012 and included webinars and meetings to outline the JAMI process and expectations. The first phase of the program involved research; which the team accomplished by holding interviews and focus groups with employers, employees and job seekers, conducting a region-wide survey, and gathering existing secondary job and commuting data.

Armed with this background information, the team was able to identify the region's strengths and weaknesses in job access transportation. The last week of November, the team traveled to Washington, D.C. for a week of intensive work with the other six national teams. They followed a "Design Thinking" process to brainstorm, categorize and prioritize needs and identify potential solutions. The solutions were rapidly prototyped as services and/or programs that were presented to the other teams on the final day. Our team ended up with two main focal areas: First, our team identified that public transportation has to become a standard in our area, which will help build a stronger community and boost our local economy. Public transit already exists in our region, but many people are unaware or have misunderstandings about who can use the service. Changing and clarifying the public perception of existing transit is a top priority for us. Second, we are exploring the potential of developing new routes and transportation services that could be provided at a lower cost for commuters traveling to and from work. The overarching goal is that transportation is always the link, and never the barrier, for people in our communities.

Moving forward we will be looking to pilot some of the services and marketing ideas developed at the summit. More research will need to be completed to determine where these efforts should be targeted for the best possible impact and results. In addition to ongoing technical assistance from our CTAA facilitators, our team may receive up to \$3000 in small grant money to help us expand our research and more fully develop our marketing and service prototypes for testing.

### ***Wheels for Work Program***

Northeast Iowa Community Action – Transit received funding to implement a "Wheels for Work" program. NEICAC-Transit's Wheels for Work functions as a zero-interest car loan program for working, income-eligible residents (incomes under 200% of poverty level). Applicants to the program also receive financial education and work with reputable vehicle dealers to make the most of the program. Loan recipients commit to carpooling and ride



sharing as possible so that the program reaches more rural commuters. The initial goal of the program was to close 12 vehicle loans. The JARC contract for the Wheels for Work program will end in September of 2014. With no additional JARC funding available in MAP-21, it is uncertain as to whether this program can be expanded beyond the initial JARC investment, but as previously mentioned, it is the hope that the Wheels for Work Program is ultimately self-sustaining as a revolving loan fund without the need for additional capitalization.

### **CHANGE NEEDED TO RECOMMENDED PROJECTS**

No change is needed to the recommended projects. Work continues on each project with varying levels of success. With a strong Transportation Advisory Group, the hiring of a Regional Mobility Manager and its participation in the Job Access Mobility Institute, RPA 1 has high expectations for addressing the passenger transportation needs of the area.

### **REFERENCES**

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## **Exhibit A: Policy Board Approval**

### **MEETING MINUTES: RPA 1 Transportation Policy Board - Corrected**

**Tuesday, March 12, 2013, 1:00 p.m.**

**Upper Explorerland RPC, Postville**

Board members in attendance: Jan McGovern, Howard County; Don Arendt, City of Decorah; Dennis Karlsbrotten, Winneshiek County; Larry Gibbs, Clayton County; Vicki Rowland, Fayette County;

Others in attendance: Nick Rissman, Howard County; Lee Bjerke, Winneshiek County; JD King, Fayette County; Brian Ridenour, Allamakee County; Rafe Koopman, Clayton County; Rod Marlatt, Fayette County Conservation; Lora Friest, Northeast Iowa RC&D; Krista Rostad, IDOT; Karla Organist, UERPC

1. Meeting was called to order at 1:10 p.m.
2. After introductions, a motion to approve the agenda was made by Rowland, seconded by Gibbs, approved unanimously
3. Motion to approve the 12-13-12 minutes was made by Gibbs, seconded by Rowland, approved unanimously
4. Election of officers for Policy Board: Arendt made a motion to retain the current slate of officers: Jan McGovern, Chair; Larry Gibbs, Vice Chair; and Vicki Rowland, Secretary. The motion was seconded by Gibbs. On roll call, all approved.
5. Discussion of targets and eligible uses of STP, TAP and FLEX funds. Targets provided by the DOT were impacted by the new MAP-21 bill as well as our population decline (went from 2.96% of Iowa's total population to 2.76%). This reduced our expected (and previously programmed for) targets as follows:

|          | ENHANCEMENT       |              |          |            | STP               |              |          |             |                 |                   |                     |
|----------|-------------------|--------------|----------|------------|-------------------|--------------|----------|-------------|-----------------|-------------------|---------------------|
|          | Previous Targets: | New Targets: | % Change | \$ Change  | Previous Targets: | New Targets: | % Change | \$ Change   | Total \$ Change | "New" FLEX Money: | Remaining Shortfall |
| FFY 2013 | \$166,953         | \$167,004    | 0.03%    | \$51       | \$2,189,799       | \$2,201,592  | 0.54%    | \$11,793    | \$11,844        | NA                | NA                  |
| FFY 2014 | \$167,000         | \$115,596    | -30.78%  | (\$51,404) | \$2,190,000       | \$1,969,853  | -10.05%  | (\$220,147) | (\$271,551)     | \$88,035          | (\$183,516)         |
| FFY 2015 | \$167,000         | \$117,000    | -29.94%  | (\$50,000) | \$2,190,000       | \$1,979,000  | -9.63%   | (\$211,000) | (\$261,000)     | \$90,000          | (\$171,000)         |
| FFY 2016 | \$167,000         | \$117,000    | -29.94%  | (\$50,000) | \$2,190,000       | \$1,979,000  | -9.63%   | (\$211,000) | (\$261,000)     | \$90,000          | (\$171,000)         |
| FFY 2017 |                   | \$117,000    |          |            |                   | \$1,979,000  |          |             |                 | \$90,000          | \$90,000            |

6. Previously programmed projects and the impact of the new targets were reviewed. Fortunately, our STP and Enhancement balances were such that with a little of the FLEX money, all programmed projects will remain funded as previously planned.
7. A discussion of how to distribute the remaining FLEX funds followed. Rostad explained that there are several programs that were rolled into the TAP program. The statewide pool of approximately \$5 M for TE and SRTS is now combined to \$1 Million. Projects that used to compete at the statewide level will likely apply at this local level. [Extra note from Karla: The attached slide illustrates that under SAFETEA-LU in 2012 the state had over 17.5 million to distribute to Enhancements, Scenic Byways and Safe Routes to School. In MAP-21, this amount has shrunk to a little over 8.8 million.] Marlatt offered a proposed percentage split of the FLEX funds. Koopman reminded all of the "huge need in roads and highways... we always have to

decide what we aren't going to fund." Ridenour noted that all should consider that when we keep cutting, eventually, it becomes the engineer's area of responsibility. Rowland spoke about the benefit of the Scenic Byways in our region and how often even a small amount of funds can help with a match for other grant applications. A motion was made by Gibbs to split the FLEX funds 80% to STP and 20% to Enhancement, seconded by Arendt. On roll call, Gibbs: yes; Karlsbroten: yes; Arendt: yes; McGovern: yes; Rowland: no. After further discussion and a review of the STP recommendations (see item 8), the motion was changed by Gibbs to only apply to FFYs 2014 and 2015, seconded again by Arendt. On roll call, all approved. The Policy Board will wait to see where the need is for FFY 2016 and 2017 funds.

8. After a lengthy discussion regarding the Tech committee recommendations and given the split of the FLEX funds, it was determined that there would be sufficient funds to fully fund the Ossian request. The final STP distribution recommendation was to fund the Fayette County project for \$2.2 million, the Ossian project for \$520,000, and increase the RPA 1/UERPC allowance by \$5000 for each of the FFYs 2014-2017 (\$28,000 each year). Motion was made by Rowland to accept the recommendation and was seconded by Arendt. Motion was approved unanimously.
9. Winneshiek County Advance Construct request. Bjerke explained the request and read the letter he would like the Policy Board to submit on his behalf. A motion was made by Arendt, seconded by Karlsbroten to approve the submission of the request to the DOT, all approved. McGovern will sign the letter and Organist will send it out to the DOT.
10. The new TAP application was reviewed. Motion was made by Gibbs, seconded by Karlsbroten, to approve the application and competitive process. All approved.
11. The 2014 Annual Update to the RPA 1 Passenger Transportation Plan (PTP) was reviewed. A motion to approve the Final 2014 PTP Update was made by Gibbs and seconded by Rowland. Motion approved unanimously.
12. Change to the process for conducting administrative modifications. Organist requested that the change be made so that the board can be informed of these changes, but not have to meet as an entire board to approve before each change is made. The suggested change in verbiage is: The UERPC/RPA 1 staff is allowed to process changes requested by the project sponsor by seeking the approval of a review committee consisting of both the Chair of the Technical Committee and the Chair of the Policy Board. Motion was made by Rowland to approve the change to the process, seconded by Arendt, all approved.
13. Floor items:
  - Krista shared dates for when the Transportation Commission will be holding upcoming community input meetings: the second Tuesdays in April, June, August and October. In April, they will be in Iowa City and in October, they will be in Mason City. We are to let her know if we'd like to be on the agenda. She also gave an update on the state of the continuing resolution and the next "cliff" for the highway trust fund.
  - Discussion regarding the potential for an increase in the road use tax this legislative session.
14. After scheduling the next meeting for May 9<sup>th</sup> at 1:00 p.m., a motion to adjourn the meeting was made by Rowland, seconded by Gibbs, and approved unanimously, meeting adjourned at 2:30 p.m.

## **Exhibit B: Transportation Advisory Group**

### ***Regular Committee***

|                    |  |
|--------------------|--|
| Heather Homewood   | Allamakee County Veterans Affairs                  |
| Jean Gage          | Clayton County CPC                                 |
| Carol Kuene        | Fayette County CPC                                 |
| Rachel Jaster      | G & G Living Centers                               |
| Katie Angell       | Helping Services of Northeast Iowa                 |
| Daniel Rotto       | Hometown Taxi                                      |
| Chalsea Carroll    | Howard County CPC                                  |
| Lori Matter        | Howard County Residential Care Facility            |
| Deanne (Dee) Hosek | Howard County Veterans Affairs                     |
| Lynda Springer     | Iowa Department of Human Services                  |
| Fern Rissman       | IowaWORKS – WIA Director, UERPC                    |
| Earl Henry         | Northeast Iowa Community Action - Regional Transit |
| Karn Pankow        | Northeast Iowa Community Action - Regional Transit |
| Bruce Butters      | Northland Agency on Aging                          |
| Shana Hale         | Opportunity Homes                                  |
| Amy Tucker         | Upper Iowa University                              |
| Dan Bellrichard    | Luther College                                     |
| Jan Heikes         | Winneshiek & Allamakee County CPC                  |

### ***Job Access Mobility Institute Team***

|                 |   |
|-----------------|---|
| Karla Organist  | Transportation and Community Planner, UERPC                                 |
| Karn Pankow     | Mobility and Operations Manager, NEICAC-Transit                             |
| Spiff Slifka    | Development Coordinator, Howard County Business and Tourism                 |
| Fern Rissman    | IowaWORKS - WIA Director, UERPC   |
| Sherry Buchheit | Promise Jobs Case Manager, Iowa Workforce Development                       |
| Roger Thomas    | Director, Main Street Elkader-Elkader Development Corp and State Legislator |

## **Exhibit C: TAG Meeting Minutes**

### ***Meeting Minutes: January 25, 2013***

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Passenger Transportation Plan - Regional Planning Affiliate 1, UERPC  
Transportation Advisory Group Meeting Notes  
January 25, 10:00 a.m. - 325 Washington Street, Decorah, Iowa

Present: Fern Rissman (WIA, UERPC), Dee Hosek (Howard Cty. VA), Earl Henry (NEICAC Transit), Katie Angell (Helping Services of NE Iowa), Pamela Kezy (Intern w/ Helping Services), Jan Heikes (Winneshiek & Allamakee County CPC), Karn Pankow (NEICAC Transit), Lynda Springer (IDHS), Rachel Jaster (G&G), Karla Organist (UERPC)

Invited but unable to attend: Carol Keune (Fayette County CPC), Heather Homewood (Allamakee Cty. VA), Shanna Hale (Opportunity Homes), Bruce Butters (Northland Agency), Daniel Rotto (Hometown Taxi), Lori Matter (Howard Cty. Res. Care Facility), Jean Gage (Clayton County CPC), Chalsea Carroll (Howard County CPC),

1. Introductions and a review of the notes from the October 12, 2012 meeting (motion by Henry, second by Pankow, to approve meeting notes, all ayes)
2. Review of PTP Draft:
  - A draft of the 2013 PTP Update was distributed for comment and discussion. Minor changes were discussed and noted.
  - Motion by Hosek, second by Rissman to approve and submit the Draft FY14 Annual PTP Update, all ayes.
3. Job Access Mobility Institute Update:
  - Karn provided a handout (attached) describing the three concepts the committee is working on.
  - Next steps for the committee will be to collect feedback by creating prototypes of the concepts to present to potential users to determine the feasibility of implementation in the real world.
4. Updates on PTP TAG Projects:
  - Mobility Manager: Karn reported that Transit has expanded the hours of its in-town service in Cresco to run from 7 a.m. to 4 p.m. Ridership has more than doubled. They are now planning to do the same in Decorah, extending the hours to run from 7 a.m. to 5 p.m. These new hours will start on February 1<sup>st</sup>. She provided everyone with an In-town Services schedule.
  - Marketing: With the expansion of hours in the Decorah area, the committee discussed options for marketing. In addition to newspaper inserts, the committee recommended posters or fliers on public access bulletin boards throughout the community and at some common or more popular rider destinations. The Luther College campus and their electronic communications were also mentioned.
  - Collaborations: Karn shared information about a regular service to Iowa City medical destinations being provided by Region 2. NEICAC Transit can transport riders to the pick-up sites and help coordinate rides with Region 2.
  - Stakeholder Outreach: Days on the Hill have begun. Organizations were urged to share how transportation impacts their clients. White papers were mentioned and faxing to

representatives rather than mailing or emails was suggested. Groups were urged to inform federal representatives too, as Iowa is a donor state in road use taxes, and our rural areas need more attention. Fact: Iowa has the second oldest fleet of public transportation vehicles in the nation and the federal replacement funds Iowa is receiving will barely cover a bus and a half! Karn and Karla will pull some data from the survey results for people to share. The 30<sup>th</sup> is Transportation Day on the hill and a busload of people from the area are going – we will try to send it along. Jan mentioned that with the current conversation about mental health and the need for early intervention, she notes that the two biggest barriers are transportation and stigma.

5. Hearing no additional items from committee members, the next meeting was set for April 19th, 2013, 10:00 a.m. at UERPC's Decorah office

### ***Meeting Minutes: October 12, 2012***

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Transportation Advisory Group – RPA 1

Meeting Minutes: October 12, 2012

Upper Explorerland – Decorah Office Conference Room, 10:00 a.m.

- ❖ Introductions
  - Karla Organist, Karn Pankow, Dee Hosak, Katie Angell and Earl Henry
- ❖ Recap of last meeting – review notes
  - Karn and Ashley Christensen have discussed a compilation of all transportation options available to people in the region. Hopefully this information can be put on a regional website for use by anyone looking to get around in Northeast Iowa.
- ❖ Job Access Mobility Institute
  - About the Institute
    - We put an application in for technical assistance to help develop an employment transportation solution and it was awarded to us. We have met as a group 3 times already.
  - Progress so far
    - Put together Political, Economic, Social and Technological reasons why this is a need in our area (will get e-mailed out to everybody). The outcome of this was to come up with a challenge statement. Our challenge statement is “How can we make transportation more affordable?” We have started our design brief. Both the Challenge Statement Matrix and Design brief are attached.
  - The Process
    - We want to conduct interviews with the individuals that are most impacted
    - Research what other rural areas are doing to make this work
    - Try to find a pilot project that we can make work in our 5 county area
    - As a committee we need to know what people need and what they want
    - Our Target audience would be existing workers, job seekers, employers, legislators, investors, local officials and economic development
    - Need to come up with a research plan (primary and secondary)
    - Want to make sure that our project is self sufficient
    - Next step would be a project plan that we have 4 weeks to accomplish



- TAG Assistance Request
  - We would like help with identifying interviewees, researching alternative transportation ideas, data collection and brainstorming
  - We need people to fill out a survey for us and we would like help to accomplish this
- ❖ Additional Updates on PTP TAG Projects:
  - Mobility Manager
    - Mailed out 68 surveys and Karn gave permission for others to hand them out as well so she is not 100% sure on how many people have actually seen the survey but so far she has received 45 responses (a sheet with a breakdown of the survey was handed out).
    - Approximately half of the 45 responses would like to meet to discuss possibilities and Karn is currently working on this
    - Got approved for the Wheels to Work grant because DOT had a lot of confidence in the transit staff in our area and because it is really thinking outside of the box
    - Cresco has a in town bus service that will provide rides to individuals between 7:00-4:00 Monday thru Fridays (excluding holidays) for the cost of \$2.00 a ride. It is currently getting tracked to see how much this service is getting used through December.
    - Decorah, Waukon, Elkader, Guttenberg, Oelwein and West Union currently have a transportation system set up as well but all run on different schedules so calling Karn would be the best way to find out what is available in the area you are interested in
    - 24 hour notice is required but feel free to call if it is shorter notice to see if there might be any options available
  - Marketing
    - Getting the word out to people in many different ways such as radio, local television station and paper ads
  - Collaborations
  - Stakeholder Outreach
    - Days on the Hill
- ❖ Next Steps
  - What do we need to do to get people to want to attend our meetings or keep people attending
  - Will need to review Passenger Transportation Plan Update in January
- ❖ Committee member items
  - Katie Angell from Helping Services of Northeast Iowa said that victim services regions are down to 6 regions, she stated how much this will affect our victims of crime. She will send out more information via e-mail because town meetings are being held concerning this.
- ❖ Set next meeting date: Friday, January 25 at 10:00

### ***Meeting Minutes: July 20, 2012***

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Passenger Transportation Plan - Regional Planning Affiliate 1, UERPC  
 Transportation Advisory Group Meeting Notes  
 July 20, 2012, 10:00 a.m. - 325 Washington Street, Decorah, Iowa

Present: Fern Rissman (WIA, UERPC), Dee Hosek (Howard Cty. VA), Earl Henry (NEICAC Transit), Katie Angell (Helping Services of NE Iowa), Amy Tucker (UIU), Jan Heikes (Winneshie & Allamakee County CPC), Karn Pankow (NEICAC Transit), Karla Organist (UERPC), Ashley Christensen (UERPC)

Invited but unable to attend: Rachel Jaster (G&G), Carol Keune (Fayette County CPC), Heather Homewood (Allamakee Cty. VA), Lynda Springer (IDHS), Katie Hageman/Mindy Buchheit

(Postville Childcare), Shanna Hale (Opportunity Homes), Bruce Butters (Northland Agency), Daniel Rotto (Hometown Taxi), Lori Matter (Howard Cty. Res. Care Facility), Fay Halverson (Gunderson Clinic – Lansing), Ed Josten (RISE), Jean Gage (Clayton County CPC), Chalsea Carroll (Howard County CPC),

6. Introductions and a review of the notes from the April 13<sup>th</sup> meeting

7. Updates from NEICAC:

- Earl provided an update on installing MDC's in 50 buses which will allow them to collect travel data and keeps drivers informed and connected to dispatchers. In addition, three new buses are expected soon.
- Karn Pankow was hired as the Mobility Manager – her full title is “Operations and Mobility Manager”

8. PTP Project Discussion:

- Mobility Manager: Karn shared her vision for the position and how the goals of the position align with the PTP project goals. The main goal of the program is to understand and meet the needs of the region's non-driving population through an effective transit (small “t”) system.
  - i. Job overview: The Operations and Mobility Manager will assist the Transit Director with the day-to-day operations at Transit as well as build partnerships and relationships with area organizations and other transportation providers to develop a healthy and safe transit network that works for the region. She will be looking for new programs that enhance the system (like the Wheels to Work program) and funding to implement the new programs too.
  - ii. Survey/data collection: At first, Karn will be collecting a lot of data regarding rider needs and what options exist in the five-county region for transit. She asked the group to review two surveys/questionnaires that she intends to utilize to collect information from 1) agencies, organizations and employers whose clients or employees would use transit options and 2) transit providers. Email Karn with your comments: [karn@neicac.org](mailto:karn@neicac.org)
  - iii. Outreach: Through the survey process, Karn will be personally contacting the organizations and employers, and following up with transit providers. She asked the committee's help in sending names of entities that she should be thinking about contacting.
  - iv. Website: Another part of the position involves the development of a local transportation website that is easy to navigate and provides information to the public about what options are available and how to contact transportation providers.
- Marketing: Karn announced that the funding that supports the Mobility Manager position has some budget for marketing. This will include the website and outreach. She hopes that by leveraging the website as marketing, the private transit providers will be more likely to provide her with information about their business – in the long run ridership should increase for all providers. The committee offered suggestions for additional marketing ideas:
  - i. Vehicle signage
  - ii. Speaking engagements (community orgs and events, city councils, county supervisors, interagency meetings...Fern requested Karn come speak to the Promise Jobs group at one of their upcoming meetings.
  - iii. Magnets, business cards, brochures
  - iv. Move-in day promotions at local colleges (rides to ... at various times during the weekend...)
- Stakeholder Outreach: Earl and Karn explained the potential impacts that the newly signed transportation bill could have on our state and region. The following is an excerpt from the State DOT's initial summary of the bill's impacts to transit:

## Public Transit



- Total funding levels will remain fairly constant at \$10.6 billion in FY 2013 and \$10.7 billion in FY 2014; and with 20 percent of the program funded with general funds and 80 percent from Mass Transit Account.
- Job Access Reverse Commute Program was eliminated and combined with the urban and rural formula programs
- New Freedom Program was eliminated and combined with the urban and elderly/disabled formula programs
- Bus and bus facilities program is downsized and turned into a formula program.
  - Reduced from \$984 million to \$422 million.
  - \$65,500,000 will be allocated so each state receives \$1,250,000
  - Remaining funds will be distributed with a formula with factors heavily weighted toward major metropolitan centers.
  - Iowa will receive significantly less funding for bus replacement and facilities.

Much relies on how the federal transit agency and the state transit office decide to implement the program. The committee also discussed what the barriers are to a fully integrated transit system for the region. Conversation revolved around school buses, regulation, usage perceptions and affordability. Before next years' Days on the Hill begin for various stakeholders, we will want to develop bullet points or an elevator speech that can be embedded in all of our special interest messaging.

- Collaborations: Through Karn's outreach efforts, several opportunities for collaboration exist. Apart from councils and supervisors, committee members suggested utilizing students for technical assistance with the website or marketing. Tax incentives for employers who subsidize employee transportation and carbon offsets were discussed as ways to encourage more support for public transit. Karn will also get together with Amy at UIU to discuss what can be done to provide cost-effective transportation for students and residents in Fayette.

#### 9. Committee member items:

- Jan reported that in the latest consumer survey conducted in Allamakee & Winneshiek counties transportation was not ranked as the number one need of clients. This is the first year that has ever happened leading her to believe that things are improving in that area and transit providers should be pleased.
- There was some discussion about what Luther College is doing in the realm of transportation for its students. This led to a conversation about rideshare opportunities. It is hoped that the website could have an area for connecting people.
- Karn shared a little about how NEICAC is currently a demand-response provider but is learning about something called "deviated fixed route" which might work in a few of our communities. It is like a fixed route, but with more flexibility.
- To make transit more affordable for everyone takes more riders – we should be looking at expanding our reach beyond those who **need** public transportation to include those who **want** public transportation.
- Jan recommended that the free clinics are contacted as part of the outreach efforts. Their clients are not set up within a service system, yet could use more information on transportation options.

#### 10. Next Steps:

- Review and provide feedback to Karn on her questionnaires
- Send lists of employers/agencies who may have transportation needs or wants to Karn

- Like the Promise Jobs group meeting, let Karn know if you have a meeting planned whose attendees would benefit from a presentation by Transit.
- Karn and Amy will visit

11. Next Meeting: October 26th, 2012, 10:00 a.m. at UERPC's Decorah office

### ***Meeting Minutes: April 13, 2012***

Passenger Transportation Plan - Regional Planning Affiliate 1, UERPC  
Transportation Advisory Group Meeting Notes  
April 13, 2012, 10:00 a.m. - 325 Washington Street, Decorah, Iowa

Present: Fern Rissman (WIA, UERPC), Dee Hosek (Howard Cty. VA), Earl Henry (NEICAC Transit), Katie Angell (Helping Services of NE Iowa), Rachel Jaster (G&G), Carol Keune (Fayette County CPC), Heather Homewood (Allamakee Cty. VA), Lynda Springer (IDHS), TJ Warren – via phone (UIU), Karla Organist (UERPC)

Invited but unable to attend: Katie Hageman/Mindy Buchheit (Postville Childcare), Shanna Hale (Opportunity Homes), Bruce Butters (Northland Agency), Daniel Rotto (Hometown Taxi), Lori Matter (Howard Cty. Res. Care Facility), Fay Halverson (Gunderson Clinic – Lansing), Ed Josten (RISE), Jean Gage (Clayton County CPC), Chalsea Carroll (Howard County CPC), Jan Heikes (Winneshiek & Allamakee County CPC), Karn Pankow (NEICAC Transit)

12. Introductions and a review of the notes from the January 27th meeting

13. The proposed final 2013 PTP Update was reviewed. Changes since the committee last met were identified:

- Per DOT comments, date range of most recent telephone survey was included
- Addition of the "Wheels to Work" program section

Adjustments made by the committee:

- In the Mobility Manager section, adjust the wording to reflect that the funding was approved.
- In the Wheels to Work section, adjust the wording to reflect that the program funding has not been approved yet.
- In the Transit Improvement section, remove the mention of the tablets. This won't work for the system, so Transit is just replacing the old Rangers with a newer version.

The Policy Board will be meeting on April 19<sup>th</sup> to approve the Final PTP for submission to the DOT by May 1.

14. Updates from NEICAC:

- Earl provided more of the details about how the Wheels to Work program would operate and the loan terms: max loan amount is \$4500, applicants must be employed, loans amortized up to 30 months, cars will be fitted with an on-time payment device, loan client must carry full insurance coverage and pay tax, title and license fees from own funds. Others attending this meeting noted that this program would be an excellent option for some of their clientele and that it would also enhance an existing car repair program as an option when car repairs exceed the value of the car needing repair.
- The Mobility Manager position was posted and closed recently. Interviewing has not begun. NEICAC plans to keep the job description flexible to adapt quickly to identified needs or program improvements. Initially, the Mobility Manager will reach out to community stakeholders, residents and organizations to understand passenger transportation needs. In addition, the

Mobility Manager will collect information on existing passenger transportation providers, all with the goal of having a true understanding of what we have and what we lack for a passenger transportation system that works for our residents. Long term goals include a website, with a carpool calendar, among other information.

15. PTP Project Discussion:

- Marketing: Committee members discussed the need to work on this – Earl will send brochures to several. Karla would like mailing addresses from all committee members. Earl was able to answer questions regarding service to others at the meeting.
- Collaborations: Discussion turned to Oelwein as the second-largest community in the region, but with limited transportation services (no taxi, however, it was noted that Transit does an in-town route from 9:00 am to 1:30 p.m. \$2.00 ride fee). It was mentioned that a survey to see if an evening route, one night a week, might be warranted. The new Mobility Manager, Karla and Carol will pursue this. The group also talked about where gaps were occurring in some reimbursement programs such as Title 19 and Medicaid.
- Outreach: Discussion surrounded the possibility of coordinating transportation needs messaging for “Day on the Hill” events next year. Providing the same message from a number of different special interests may help embed it!

16. Next Meeting: July 20th, 2012, 10:00 a.m. at UERPC’s Decorah office

## Exhibit D: Final 2014 Transit Program

### RPA-01 (37 Projects)

| Fund      | Sponsor | Transit #<br>Expense Class<br>Project Type | Desc / Add Ons / Addnl Info                      |              | FY14      | FY15   | FY16      | FY17 |
|-----------|---------|--|--|--------------|-----------|--------|-----------|------|
| STA, 5311 | NEICAC  | 1199<br>Operations<br>Other                | General Operations/Maintenance/Administration    | <b>Total</b> | 2,648,444 |        |           |      |
|           |         |  |  | <b>FA</b>    | 580,622   |        |           |      |
|           |         |  |  | <b>SA</b>    | 335,238   |        |           |      |
| 5309      | NEICAC  | 1220<br>Capital<br>Expansion               | Maintenance Facility                             | <b>Total</b> |           |        | 2,000,000 |      |
|           |         |  |  | <b>FA</b>    |           |        | 1,600,000 |      |
|           |         |  |  | <b>SA</b>    |           |        |           |      |
| 5309      | NEICAC  | 2028<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 05168 | <b>Total</b> |           | 89,440 |           |      |
|           |         |  |  | <b>FA</b>    |           | 76,024 |           |      |
|           |         |  |  | <b>SA</b>    |           |        |           |      |
| 5309      | NEICAC  | 2029<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 05165 | <b>Total</b> |           | 89,440 |           |      |
|           |         |  |  | <b>FA</b>    |           | 76,024 |           |      |
|           |         |  |  | <b>SA</b>    |           |        |           |      |
| 5309      | NEICAC  | 2031<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 05164 | <b>Total</b> |           | 89,440 |           |      |
|           |         |  |  | <b>FA</b>    |           | 76,024 |           |      |
|           |         |  |  | <b>SA</b>    |           |        |           |      |
| 5309      | NEICAC  | 2032<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 05166 | <b>Total</b> |           | 89,440 |           |      |
|           |         |  |  | <b>FA</b>    |           | 76,024 |           |      |
|           |         |  |  | <b>SA</b>    |           |        |           |      |
| 5309      | NEICAC  | 2033<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 05161 | <b>Total</b> | 86,000    |        |           |      |
|           |         |  |  | <b>FA</b>    | 73,100    |        |           |      |
|           |         |  |  | <b>SA</b>    |           |        |           |      |
| 5309      | NEICAC  | 2034<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 06163 | <b>Total</b> |           | 89,440 |           |      |
|           |         |  |  | <b>FA</b>    |           | 76,024 |           |      |
|           |         |  |  | <b>SA</b>    |           |        |           |      |
| 5309      | NEICAC  | 2035<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 05167 | <b>Total</b> |           | 89,440 |           |      |
|           |         |  |  | <b>FA</b>    |           | 76,024 |           |      |
|           |         |  |  | <b>SA</b>    |           |        |           |      |
| 5309      | NEICAC  | 2036<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 06164 | <b>Total</b> |           | 89,440 |           |      |
|           |         |  |  | <b>FA</b>    |           | 76,024 |           |      |
|           |         |  |  | <b>SA</b>    |           |        |           |      |
| 5309      | NEICAC  | 2294<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 05162 | <b>Total</b> | 86,000    |        |           |      |
|           |         |  |  | <b>FA</b>    | 73,100    |        |           |      |
|           |         |  |  | <b>SA</b>    |           |        |           |      |
| 5309      | NEICAC  | 2296<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 06162 | <b>Total</b> |           | 89,440 |           |      |
|           |         |  |  | <b>FA</b>    |           | 76,024 |           |      |
|           |         |  |  | <b>SA</b>    |           |        |           |      |
| 5309      | NEICAC  | 2297<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 06161 | <b>Total</b> |           | 89,440 |           |      |
|           |         |  |  | <b>FA</b>    |           | 76,024 |           |      |
|           |         |  |  | <b>SA</b>    |           |        |           |      |
| 5309      | NEICAC  | 2298<br>Capital<br>Replacement             | Minivan<br>VSS<br>Unit #: 08033                  | <b>Total</b> |           |        | 54,078    |      |
|           |         |  |  | <b>FA</b>    |           |        | 45,967    |      |
|           |         |  |  | <b>SA</b>    |           |        |           |      |
| 5309      | NEICAC  | 2299<br>Capital<br>Replacement             | Minivan<br>VSS<br>Unit #: 09058                  | <b>Total</b> |           |        | 54,078    |      |
|           |         |  |  | <b>FA</b>    |           |        | 45,967    |      |
|           |         |  |  | <b>SA</b>    |           |        |           |      |



## RPA-01 (37 Projects)

| Fund | Sponsor | Transit #<br>Expense Class<br>Project Type | Desc / Add Ons / Addnl Info                            |              | FY14   | FY15 | FY16   | FY17   |
|------|---------|--|--|--------------|--------|------|--------|--------|
| 5309 | NEICAC  | 2300<br>Capital<br>Replacement             | Conversion Van<br>VSS<br>Unit #: 09059                 | <b>Total</b> |        |      | 54,078 |        |
|      |         |  |  | <b>FA</b>    |        |      | 45,967 |        |
|      |         |  |  | <b>SA</b>    |        |      |        |        |
| 5309 | NEICAC  | 2301<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 09182       | <b>Total</b> |        |      | 93,016 |        |
|      |         |  |  | <b>FA</b>    |        |      | 79,064 |        |
|      |         |  |  | <b>SA</b>    |        |      |        |        |
| 5309 | NEICAC  | 2302<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 09183       | <b>Total</b> |        |      | 93,016 |        |
|      |         |  |  | <b>FA</b>    |        |      | 79,064 |        |
|      |         |  |  | <b>SA</b>    |        |      |        |        |
| 5309 | NEICAC  | 2303<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 09184       | <b>Total</b> |        |      | 93,016 |        |
|      |         |  |  | <b>FA</b>    |        |      | 79,064 |        |
|      |         |  |  | <b>SA</b>    |        |      |        |        |
| 5309 | NEICAC  | 2305<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 09185       | <b>Total</b> |        |      | 93,016 |        |
|      |         |  |  | <b>FA</b>    |        |      | 79,064 |        |
|      |         |  |  | <b>SA</b>    |        |      |        |        |
| 5309 | NEICAC  | 2306<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 09187       | <b>Total</b> |        |      | 93,016 |        |
|      |         |  |  | <b>FA</b>    |        |      | 79,064 |        |
|      |         |  |  | <b>SA</b>    |        |      |        |        |
| 5309 | NEICAC  | 2307<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 09186       | <b>Total</b> |        |      | 93,016 |        |
|      |         |  |  | <b>FA</b>    |        |      | 79,064 |        |
|      |         |  |  | <b>SA</b>    |        |      |        |        |
| 5309 | NEICAC  | 2308<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 10182       | <b>Total</b> |        |      |        | 96,736 |
|      |         |  |  | <b>FA</b>    |        |      |        | 82,226 |
|      |         |  |  | <b>SA</b>    |        |      |        |        |
| 5309 | NEICAC  | 2309<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 10181       | <b>Total</b> |        |      |        | 96,736 |
|      |         |  |  | <b>FA</b>    |        |      |        | 82,226 |
|      |         |  |  | <b>SA</b>    |        |      |        |        |
| 5309 | NEICAC  | 2310<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 10186       | <b>Total</b> |        |      |        | 96,736 |
|      |         |  |  | <b>FA</b>    |        |      |        | 82,226 |
|      |         |  |  | <b>SA</b>    |        |      |        |        |
| 5309 | NEICAC  | 2619<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 03162       | <b>Total</b> | 86,000 |      |        |        |
|      |         |  |  | <b>FA</b>    | 73,100 |      |        |        |
|      |         |  |  | <b>SA</b>    |        |      |        |        |
| 5309 | NEICAC  | 2620<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>Low Floor<br>Unit #: 05163 | <b>Total</b> | 86,000 |      |        |        |
|      |         |  |  | <b>FA</b>    | 73,100 |      |        |        |
|      |         |  |  | <b>SA</b>    |        |      |        |        |
| 5309 | NEICAC  | 2621<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 04101       | <b>Total</b> | 86,000 |      |        |        |
|      |         |  |  | <b>FA</b>    | 73,100 |      |        |        |
|      |         |  |  | <b>SA</b>    |        |      |        |        |
| 5309 | NEICAC  | 2622<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 04102       | <b>Total</b> | 86,000 |      |        |        |
|      |         |  |  | <b>FA</b>    | 73,100 |      |        |        |
|      |         |  |  | <b>SA</b>    |        |      |        |        |
| 5309 | NEICAC  | 2623<br>Capital<br>Replacement             | Minivan<br>VSS<br>Unit #: 04063                        | <b>Total</b> | 50,000 |      |        |        |
|      |         |  |  | <b>FA</b>    | 42,500 |      |        |        |
|      |         |  |  | <b>SA</b>    |        |      |        |        |

## RPA-01 (37 Projects)

| Fund | Sponsor | Transit #<br>Expense Class<br>Project Type | Desc / Add Ons / Addnl Info                      |              | FY14    | FY15    | FY16 | FY17   |
|------|---------|--|--|--------------|---------|---------|------|--------|
| 5309 | NEICAC  | 2624<br>Capital<br>Replacement             | Minivan<br>VSS<br>Unit #: 08061                  | <b>Total</b> | 50,000  |         |      |        |
|      |         |  |  | <b>FA</b>    | 42,500  |         |      |        |
|      |         |  |  | <b>SA</b>    |         |         |      |        |
| 5309 | NEICAC  | 2625<br>Capital<br>Replacement             | Minivan<br>Unit #: 08062                         | <b>Total</b> | 50,000  |         |      |        |
|      |         |  |  | <b>FA</b>    | 42,500  |         |      |        |
|      |         |  |  | <b>SA</b>    |         |         |      |        |
| 5309 | NEICAC  | 2626<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 10183 | <b>Total</b> |         |         |      | 96,736 |
|      |         |  |  | <b>FA</b>    |         |         |      | 82,226 |
|      |         |  |  | <b>SA</b>    |         |         |      |        |
| 5309 | NEICAC  | 2627<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 10185 | <b>Total</b> |         |         |      | 96,736 |
|      |         |  |  | <b>FA</b>    |         |         |      | 82,226 |
|      |         |  |  | <b>SA</b>    |         |         |      |        |
| 5309 | NEICAC  | 2628<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 10186 | <b>Total</b> |         |         |      | 96,736 |
|      |         |  |  | <b>FA</b>    |         |         |      | 82,226 |
|      |         |  |  | <b>SA</b>    |         |         |      |        |
| 5309 | NEICAC  | 2629<br>Capital<br>Replacement             | Light Duty Bus (176" wb)<br>VSS<br>Unit #: 10187 | <b>Total</b> |         |         |      | 96,736 |
|      |         |  |  | <b>FA</b>    |         |         |      | 82,226 |
|      |         |  |  | <b>SA</b>    |         |         |      |        |
| 5316 | NEICAC  | 2730<br>Operations<br>Other                | JARC Mobility Manager                            | <b>Total</b> | 103,571 | 103,571 |      |        |
|      |         |  |  | <b>FA</b>    | 82,857  | 82,857  |      |        |
|      |         |  |  | <b>SA</b>    |         |         |      |        |

## **Appendix 1: Job Access Survey and Interview Questions and Results**

### ***Survey for Employees***

#### **Employment Transportation Survey**

This survey is being conducted by a local team of economic development, transportation, and employment specialists to get a better understanding of current employment transportation options and needs in Northeast Iowa. We welcome responses from anyone that lives or works in any of these Iowa counties: Allamakee, Winneshiek, Howard, Fayette, and Clayton.

This survey should take less than 10 minutes to complete. Responses will be accepted Nov 1 – 18, 2012  
This is an anonymous survey; only general demographic & transportation questions will be asked.

For questions or concerns, please contact Karn Pankow, Operations / Mobility Manager for Northeast Iowa; email: [karn@neiac.org](mailto:karn@neiac.org) or phone: 1-866-382-4259.

#### **What is the main transportation you use to get to and from work?**

Choose the one transportation option that you use the most

- ☐ drive my own vehicle
- ☐ ride a public transit bus
- ☐ take a taxi
- ☐ carpool
- ☐ ride an employer provided shuttle
- ☐ drive a company vehicle
- ☐ walk or bike
- ☐ Other (please explain) \_\_\_\_\_

#### **Please mark all transportation methods you currently use or have used in the past to get to & from work.**

Please mark all applicable.

- ☐ Drive my own vehicle
- ☐ ride a public transit bus
- ☐ take a taxi
- ☐ carpool
- ☐ ride an employer provided shuttle
- ☐ drive a company car
- ☐ walk or bike
- ☐ Other (please explain) \_\_\_\_\_

#### **How far (one way) is your current work commute?**

- ☐ Less than 5 miles
- ☐ 5 – 9 miles
- ☐ 10 – 25 miles
- ☐ 26 – 50 miles
- ☐ Greater than 50 miles

#### **What days of the week do you work?**

Please mark all that apply.

- |                              |                                |                                 |  |
|------------------------------|--------------------------------|---------------------------------|--|
| <input type="radio"/> Monday | <input type="radio"/> Tuesday  | <input type="radio"/> Wednesday | <input type="radio"/> Thursday                         |
| <input type="radio"/> Friday | <input type="radio"/> Saturday | <input type="radio"/> Sunday    | <input type="radio"/> I do not have a regular schedule |

**What time do you need to arrive at work?**

Please mark the closest hour to the start of your work day.

- |   |                           |                           |                           |                            |                            |
|---|---------------------------|---------------------------|---------------------------|----------------------------|----------------------------|
| <input type="radio"/> Midnight                    | <input type="radio"/> 1AM | <input type="radio"/> 2AM | <input type="radio"/> 3AM | <input type="radio"/> 4AM  | <input type="radio"/> 5AM  |
| <input type="radio"/> 6AM                         | <input type="radio"/> 7AM | <input type="radio"/> 8AM | <input type="radio"/> 9AM | <input type="radio"/> 10AM | <input type="radio"/> 11AM |
| <input type="radio"/> Noon                        | <input type="radio"/> 1PM | <input type="radio"/> 2PM | <input type="radio"/> 3PM | <input type="radio"/> 4PM  | <input type="radio"/> 5PM  |
| <input type="radio"/> 6PM                         | <input type="radio"/> 7PM | <input type="radio"/> 8PM | <input type="radio"/> 9PM | <input type="radio"/> 10PM | <input type="radio"/> 11PM |
| <input type="radio"/> I do not have regular hours |                           |                           |                           |                            |                            |

**What time does your work day end?**

Please mark the closest hour to the end of your work day.

- |   |                           |                           |                           |                            |                            |
|---|---------------------------|---------------------------|---------------------------|----------------------------|----------------------------|
| <input type="radio"/> Midnight                    | <input type="radio"/> 1AM | <input type="radio"/> 2AM | <input type="radio"/> 3AM | <input type="radio"/> 4AM  | <input type="radio"/> 5AM  |
| <input type="radio"/> 6AM                         | <input type="radio"/> 7AM | <input type="radio"/> 8AM | <input type="radio"/> 9AM | <input type="radio"/> 10AM | <input type="radio"/> 11AM |
| <input type="radio"/> Noon                        | <input type="radio"/> 1PM | <input type="radio"/> 2PM | <input type="radio"/> 3PM | <input type="radio"/> 4PM  | <input type="radio"/> 5PM  |
| <input type="radio"/> 6PM                         | <input type="radio"/> 7PM | <input type="radio"/> 8PM | <input type="radio"/> 9PM | <input type="radio"/> 10PM | <input type="radio"/> 11PM |
| <input type="radio"/> I do not have regular hours |                           |                           |                           |                            |                            |

**What is your home zip code?** \_\_\_\_\_ **What is your work zip code?** \_\_\_\_\_

**Please mark any of the following statements that are true for you.**

- ☐ I've missed work or been late because of a transportation issue.
- ☐ I have been unable to accept a job because of transportation issues.
- ☐ I have a hard time paying for transportation to work.
- ☐ I've lost a job because of transportation issues.
- ☐ I've been unable to continue my education because of transportation issues.

**How much are you currently spending per week on work related transportation?**

Choose the option that best fits a normal week for you.

- ☐ \$0 - \$35
- ☐ \$36 - \$50
- ☐ \$51 - \$75
- ☐ \$76 - \$100
- ☐ \$101 +

**Do you feel you are knowledgeable about public transportation options in your area?**

- ☐ Yes
- ☐ No

**If you had the option to participate in ridesharing, which types would you consider using?**

Please mark all that you would consider using.

- ☐ public bus service
- ☐ van service provided by employer or other agency
- ☐ carpooling only with coworkers / others you know
- ☐ carpooling with others in the community
- ☐ park and ride service
- ☐ not interested in rideshare
- ☐ Other (please explain) \_\_\_\_\_

**What's your age?**

Please choose the range that includes your age.

- ☐ 14 – 20 years old
- ☐ 21 – 31 years old
- ☐ 32 – 46 years old
- ☐ 47 – 64 years old
- ☐ 65 + years old



**How many people are in your household?**

- ☐ 1      ☐ 2      ☐ 3      ☐ 4  
☐ 5      ☐ 6      ☐ 7      ☐ 8      ☐ More than 8

**What is your annual household income level?**

Choose the category that best fits your entire household income.

- ☐ less than \$11,000  
☐ \$11,000 - \$14,999  
☐ \$15,000 - \$24,999  
☐ \$25,000 - \$34,999  
☐ \$35,000 - \$49,999  
☐ \$50,000 - \$74,999  
☐ \$75,000 - \$99,999  
☐ \$100,000 +

**What is your occupation category?**

Please choose the best fit.

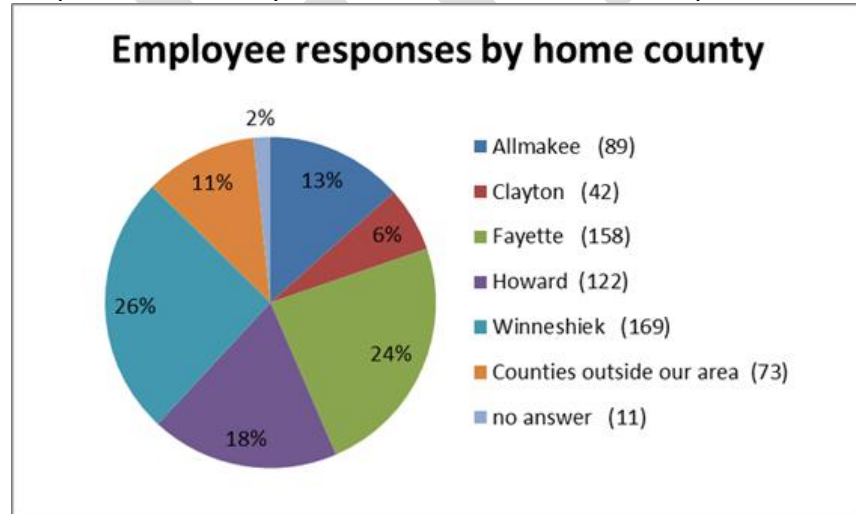
- |   |   |
|---|---|
| <input type="radio"/> Management, Business, Finance             | <input type="radio"/> Maintenance                     |
| <input type="radio"/> Computer, Engineering, Mathematical       | <input type="radio"/> Sales                           |
| <input type="radio"/> Community or Social Service               | <input type="radio"/> Office, Administrative Support  |
| <input type="radio"/> Education                                 | <input type="radio"/> Farming, Fishing, Forestry      |
| <input type="radio"/> Art, Design, Entertainment, Sports, Media | <input type="radio"/> Construction                    |
| <input type="radio"/> Healthcare                                | <input type="radio"/> Production, Manufacturing       |
| <input type="radio"/> Law Enforcement, Other Protective Service | <input type="radio"/> Transportation, Material Moving |
| <input type="radio"/> Food Service                              | <input type="radio"/> Other (please explain) _____    |

**Employee Survey Results**

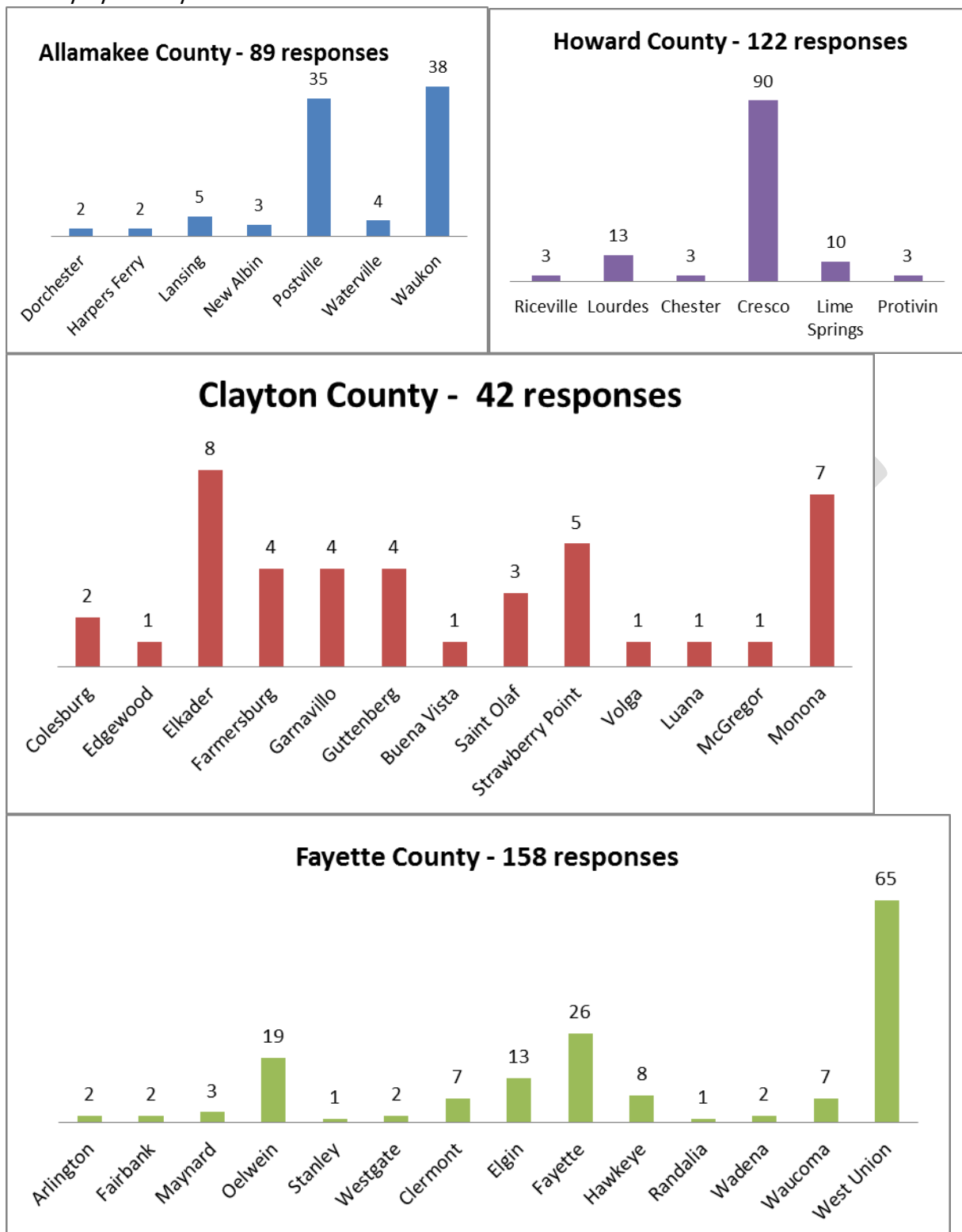
**665 employee submissions (85% of total survey submissions)**

**General Employee Demographics**

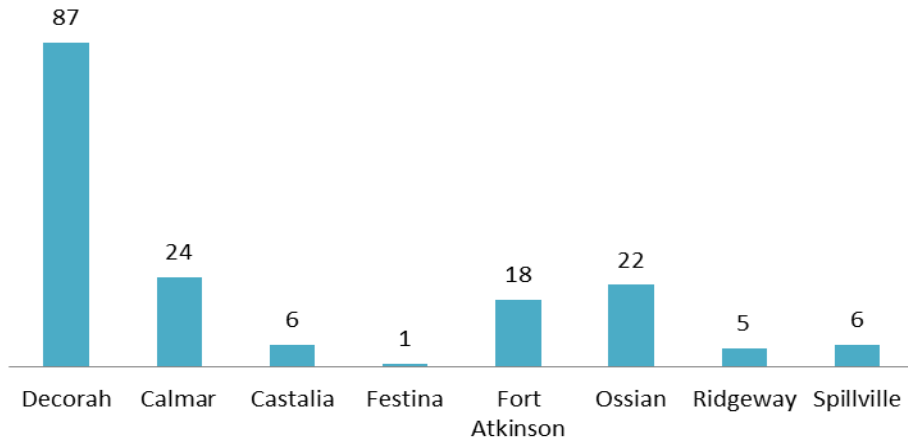
Respondent's county of residence, based on home zip code:



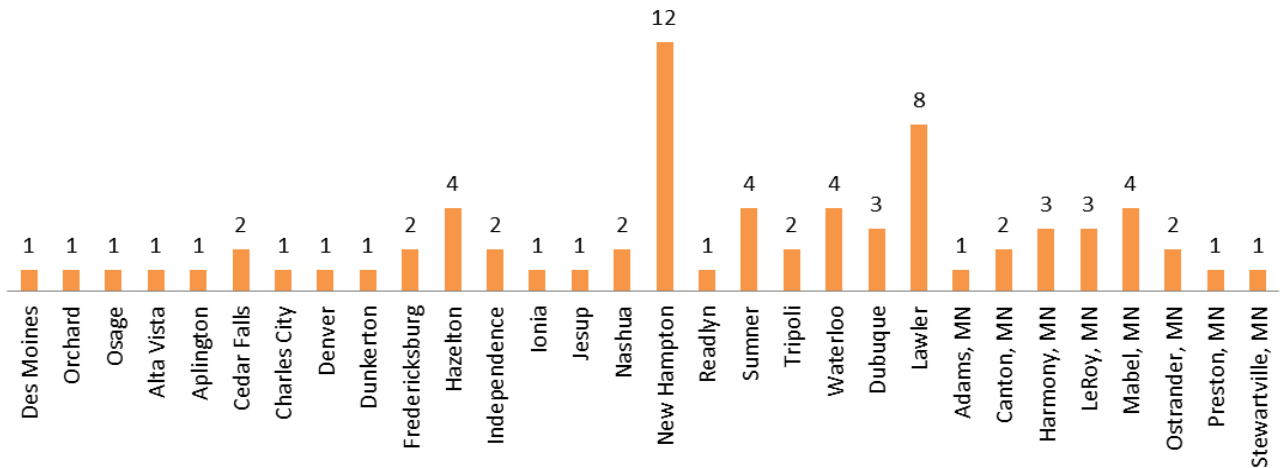
County by County Breakdown:



### Winneshiek County - 169 responses

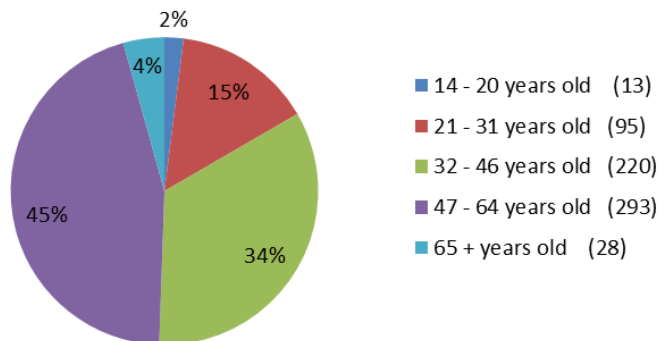


### People living in counties outside our area - 73 responses

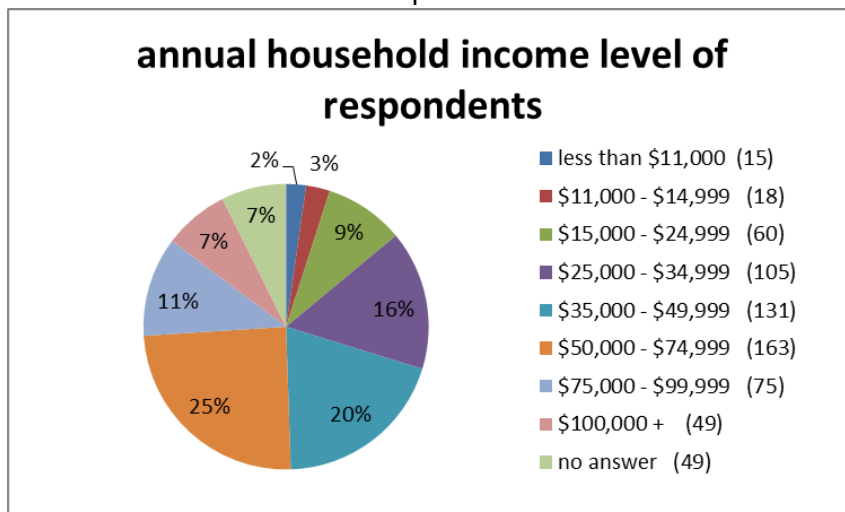


### Age Range of Respondents:

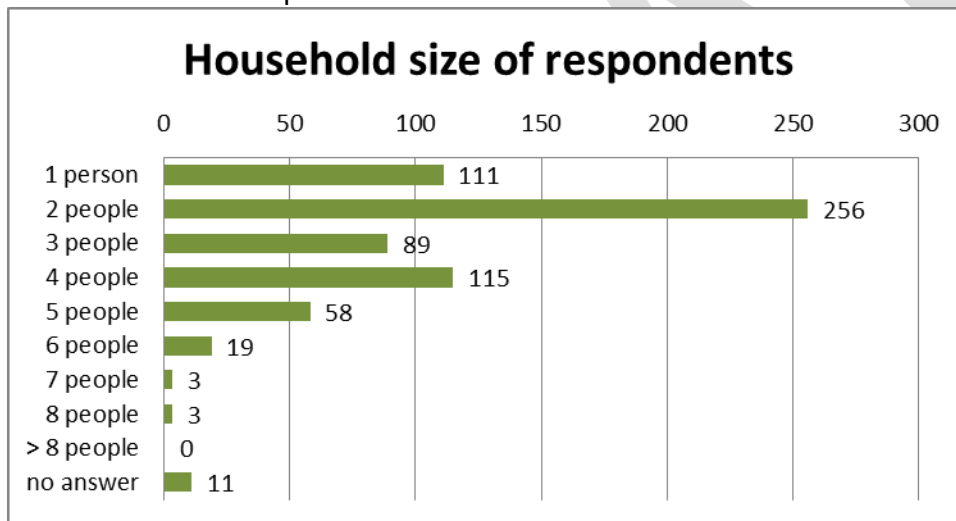
#### Age of Respondents



Household income levels of respondents:



Household size of respondents:

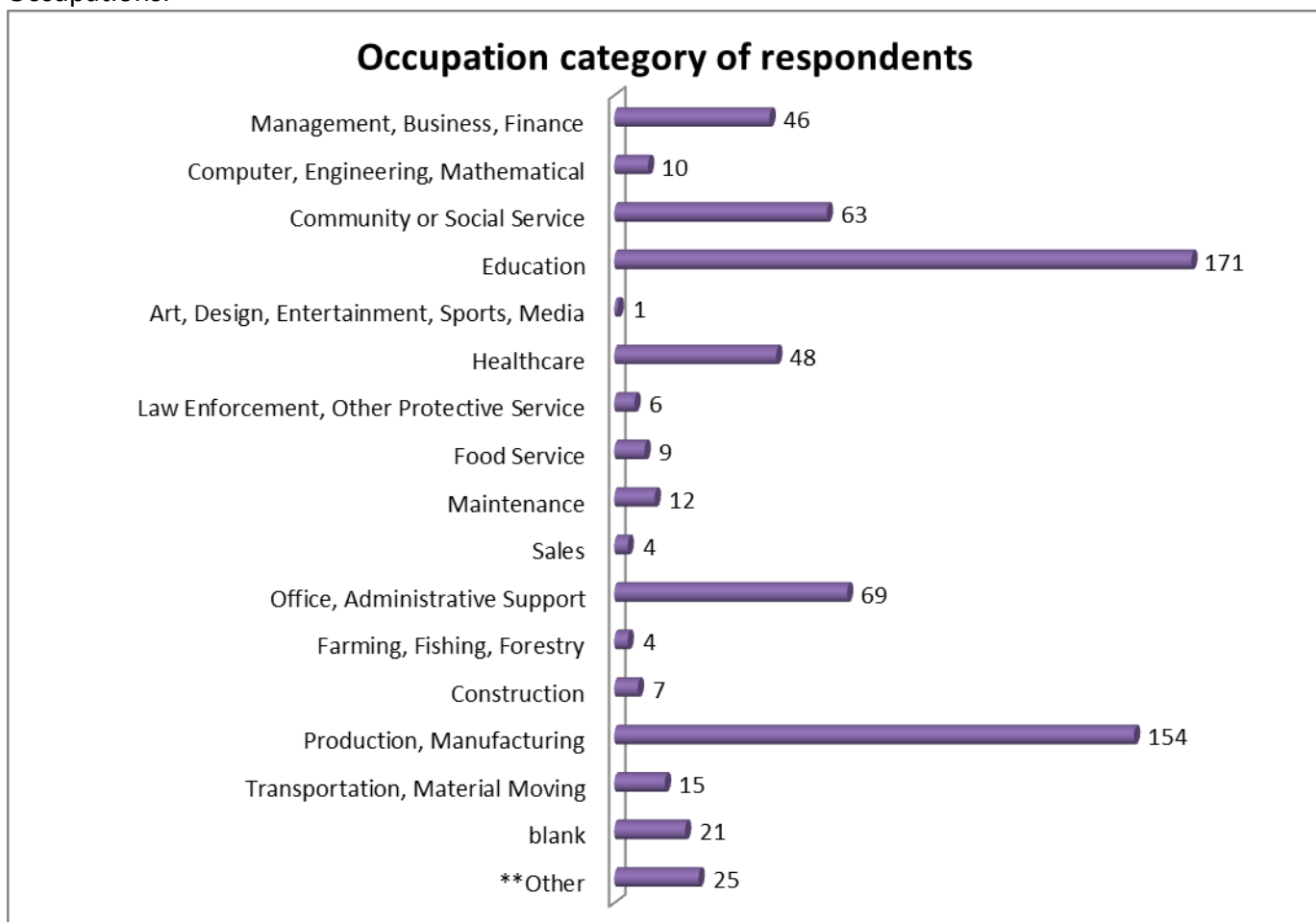


Poverty Level of Employee Respondents:

*(Based on reported household income and size, compared to 2012 Poverty Income Guidelines)*

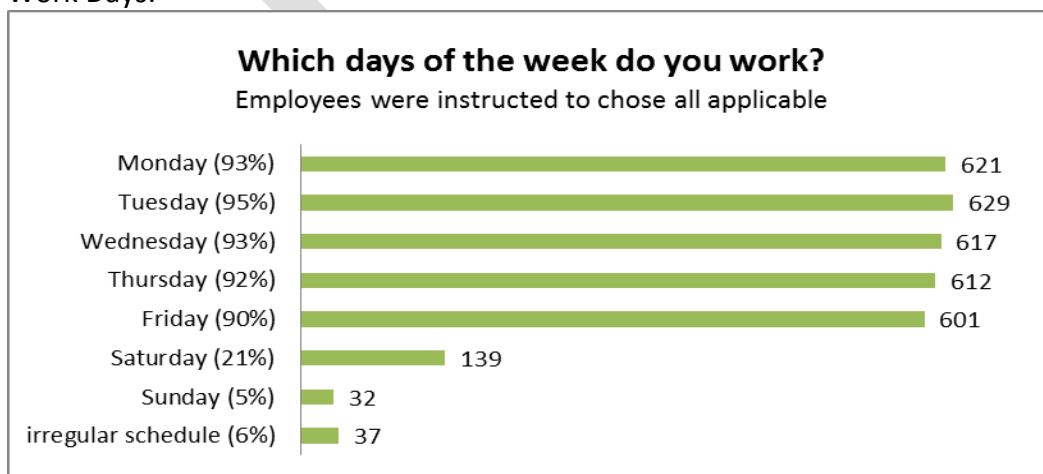
|   | # of responses | percentage |
|---|----------------|------------|
| household income is below poverty         | 42             | 6%         |
| household income is below 150% of poverty | 71             | 11%        |
| household income is below 200% of poverty | 105            | 16%        |

## Occupations:

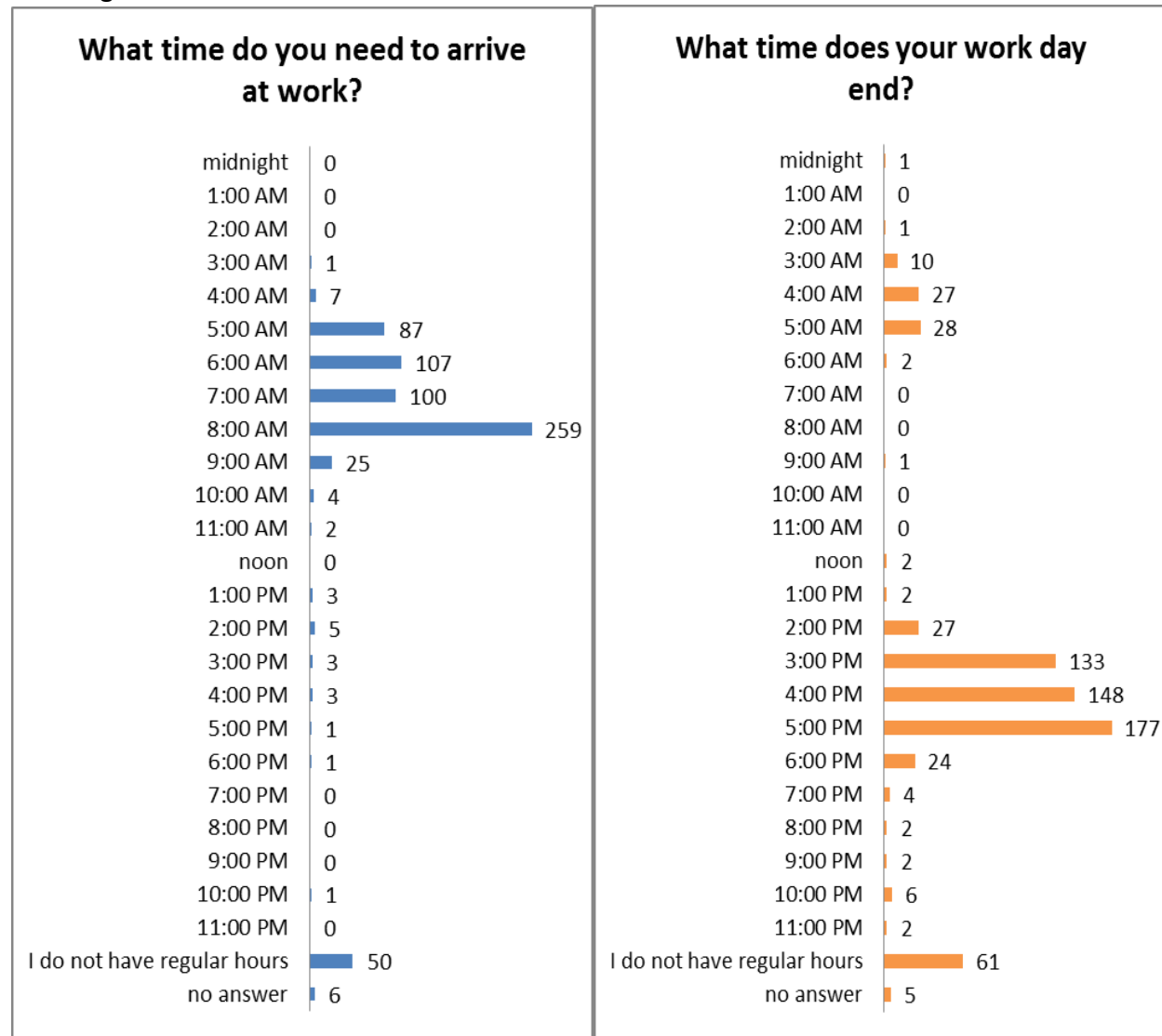


\*\* other responses: city government, city worker, CNA/CMR/CRA, door builder, electrician, student x2, government x2, HVAC, labor welder, laborer, non-profit, rework, school liaison, skills trainer / care giver, travel, veterinary health, vocational rehabilitation counselor, weld assembly, welder x 4, wireman and cleaning person.

## Work Days:

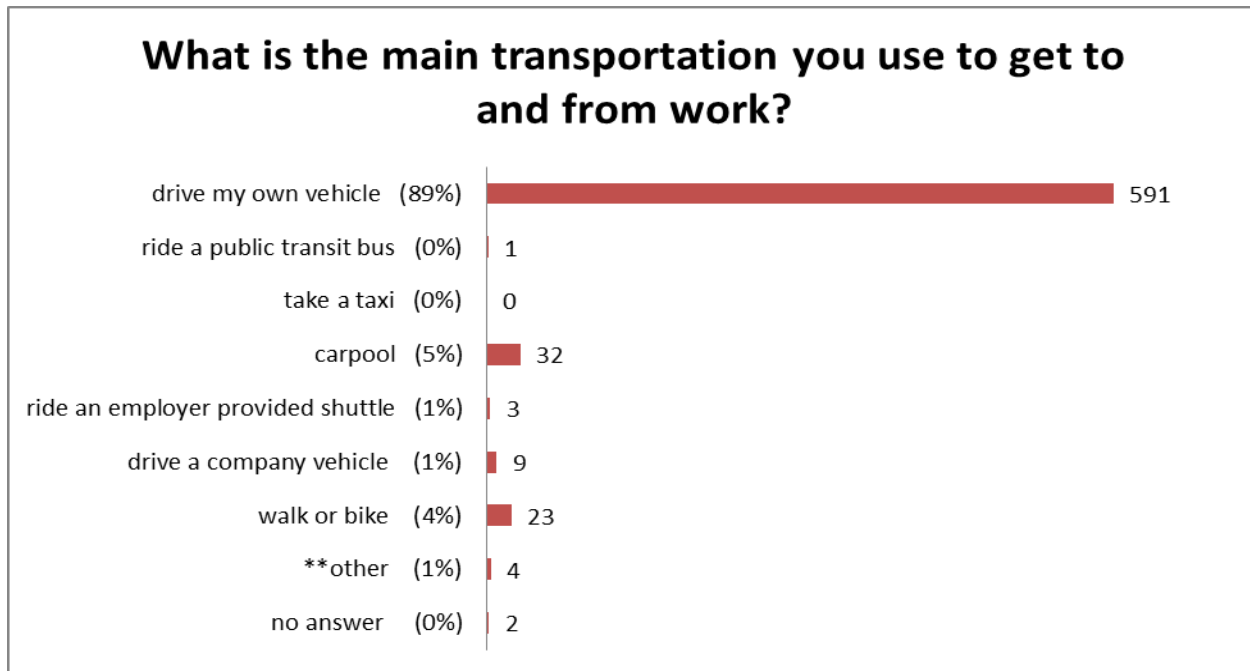


## Working Hours:

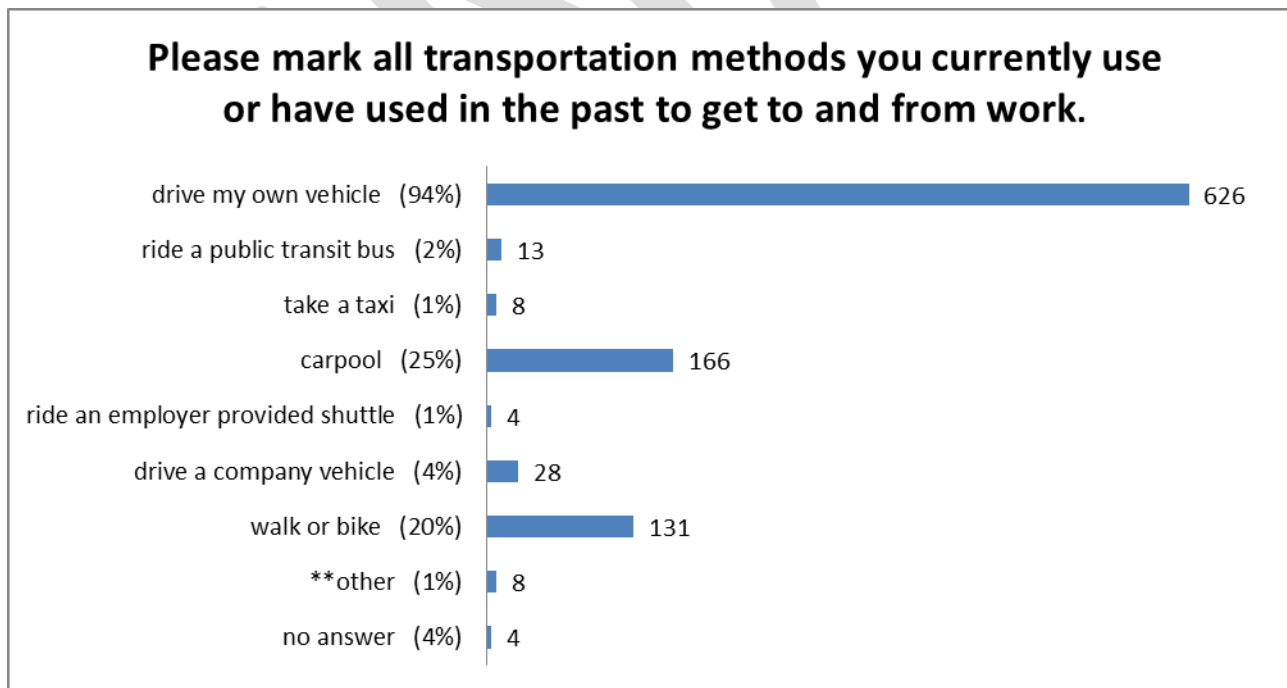


## Transportation Information – Employees

### Commute Information:



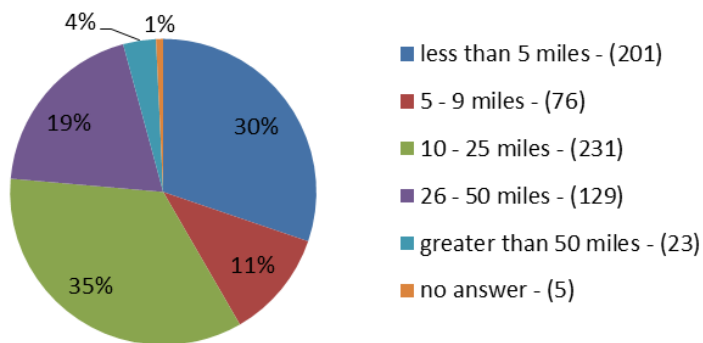
\*\* other responses: my fiancé drives me, no license - so a friend makes 2 round trips daily to drop me off and pick me up, walk or drive depending on weather, walk or drive



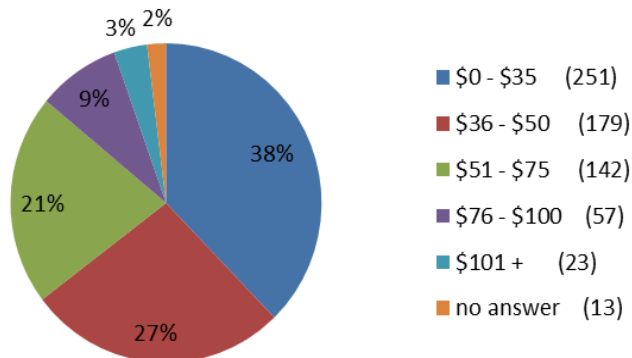
\*\*other responses: drive my boyfriend's vehicle, occasional carpool, cross country ski, waiver transportation service, my fiancé's dad drives me, ride sometimes, no license - friend makes 2 round trips daily to drop me off and pick me up, train.

57% of respondents (380) chose only “drive my own vehicle to get to and from work”, and did not report ever using any other transportation method.

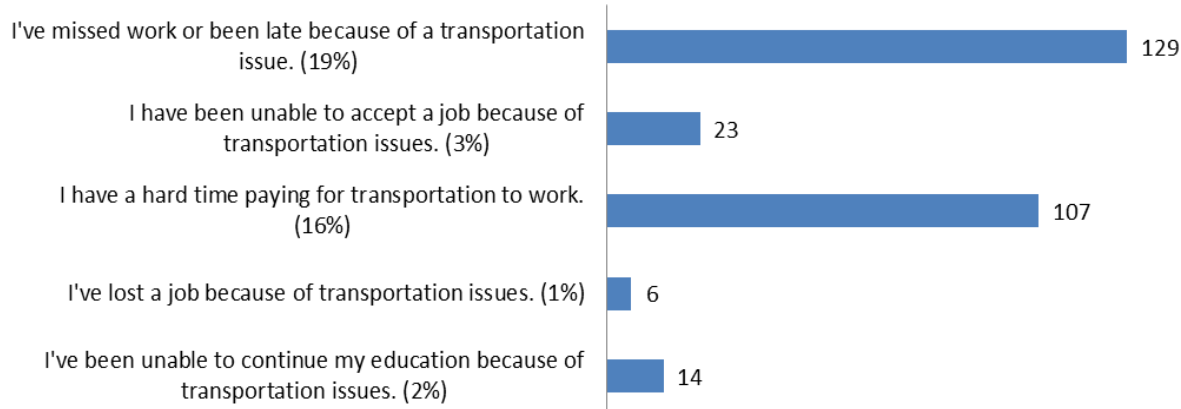
### How far (one way) is your current work commute?



### How much are you currently spending per week on work related transportation?



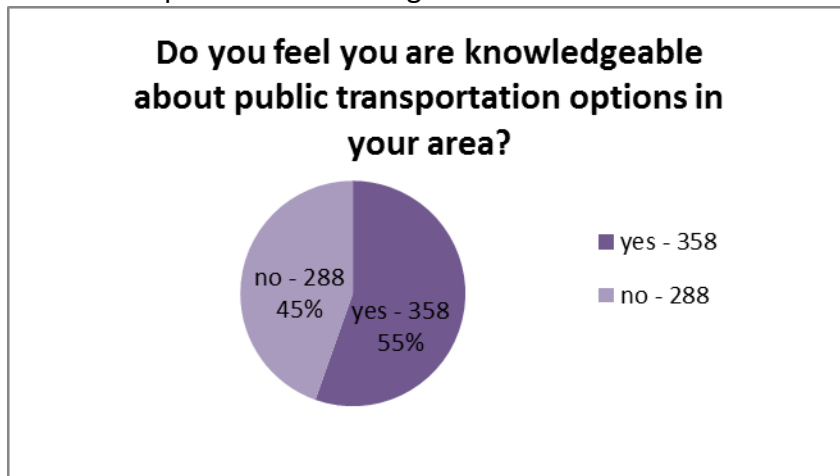
### Work related transportation issues



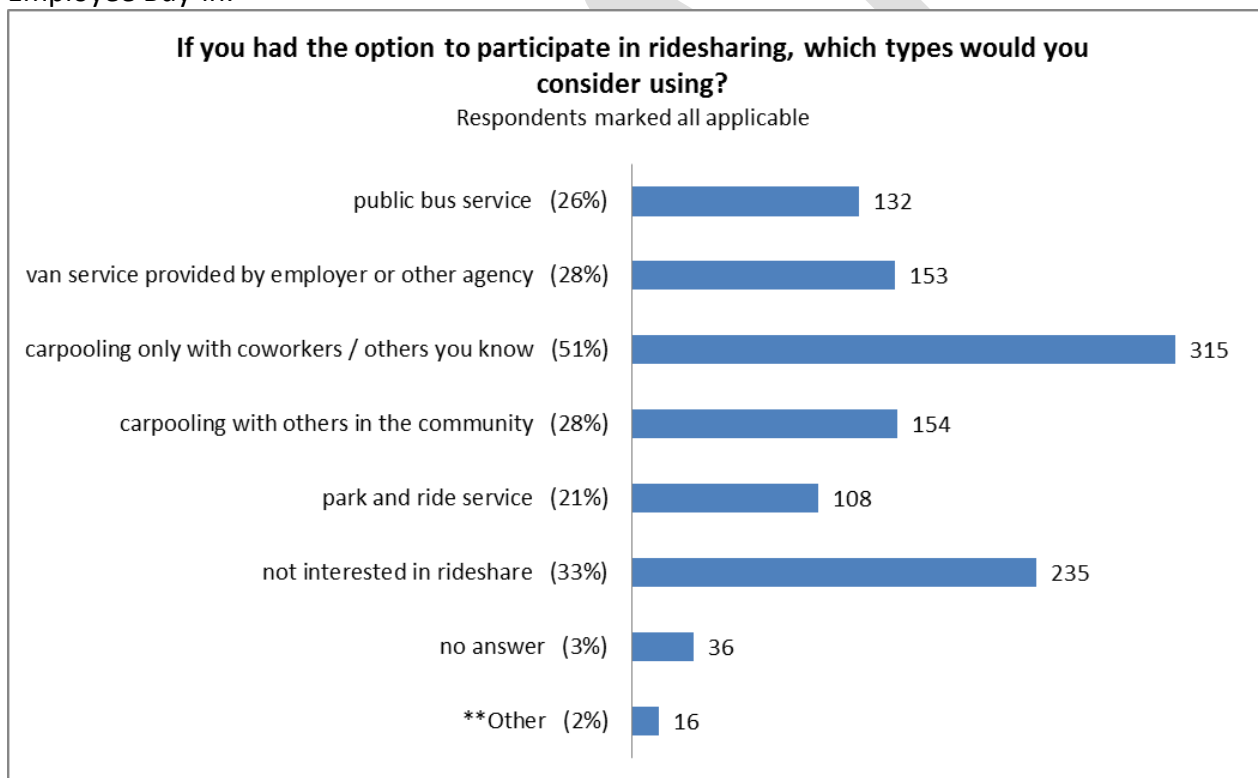
67% of respondents (443) did not report any work related transportation issues.



### Public Transportation Knowledge:



### Employee Buy-in:



\*\* other responses: "hours vary some days might be hard", there is no public transit in my area", "does not really work, as work days differ", don't have normal hours", "golf cart", "I'm a case worker with lots of clients", "no other options yet", "not interested in rideshare unless weather bad", "would be hard with children", "interested in any or all available", "anything!", "passenger rail service", "train and bus/taxi if cheaper than driving myself", "ride with hot single ladies", "unable to use rideshare due to client confidentiality"

## Survey for Employers

### What is your industry?

Please choose the best fit.

- ☐ Agriculture, Mining
- ☐ Construction
- ☐ Manufacturing
- ☐ Food Service, Hospitality
- ☐ Retail Trade
- ☐ Transportation, Warehousing, Utilities
- ☐ Information Technology
- ☐ Finance, Insurance, Real Estate
- ☐ Professional, Management, Administrative Services
- ☐ Educational Services
- ☐ Healthcare, Social Services
- ☐ Arts, Entertainment, Recreation
- ☐ Public Administration / Public Services
- ☐ Other (please explain) \_\_\_\_\_

### How many employees work for your company?

- ☐ 0 – 25 employees
- ☐ 26 – 50 employees
- ☐ 51 – 100 employees
- ☐ 101 – 250 employees
- ☐ 250 + employees

### In which Northeast Iowa county is your company located?

If you have multiple sites within NE Iowa, please choose all applicable counties.

- ☐ Allamakee
- ☐ Clayton
- ☐ Fayette
- ☐ Howard
- ☐ Winneshiek

### Which days of the week does your company operate?

Please mark all that apply.

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday
- ☐ We have an irregular schedule

### START TIME: What time do your shifts / operating hours start?

Please mark all times that employees would be coming to your location. (for off-hour times please choose the closest time option).

- |                                |                           |                           |                           |                            |                            |
|--------------------------------|---------------------------|---------------------------|---------------------------|----------------------------|----------------------------|
| <input type="radio"/> Midnight | <input type="radio"/> 1AM | <input type="radio"/> 2AM | <input type="radio"/> 3AM | <input type="radio"/> 4AM  | <input type="radio"/> 5AM  |
| <input type="radio"/> 6AM      | <input type="radio"/> 7AM | <input type="radio"/> 8AM | <input type="radio"/> 9AM | <input type="radio"/> 10AM | <input type="radio"/> 11AM |
| <input type="radio"/> Noon     | <input type="radio"/> 1PM | <input type="radio"/> 2PM | <input type="radio"/> 3PM | <input type="radio"/> 4PM  | <input type="radio"/> 5PM  |
| <input type="radio"/> 6PM      | <input type="radio"/> 7PM | <input type="radio"/> 8PM | <input type="radio"/> 9PM | <input type="radio"/> 10PM | <input type="radio"/> 11PM |

### END TIME: What time do your shifts / operating hours end?

Please mark all times that employees would be leaving your location (for off-hour times please choose closest time).

- |                                |                           |                           |                           |                            |                            |
|--------------------------------|---------------------------|---------------------------|---------------------------|----------------------------|----------------------------|
| <input type="radio"/> Midnight | <input type="radio"/> 1AM | <input type="radio"/> 2AM | <input type="radio"/> 3AM | <input type="radio"/> 4AM  | <input type="radio"/> 5AM  |
| <input type="radio"/> 6AM      | <input type="radio"/> 7AM | <input type="radio"/> 8AM | <input type="radio"/> 9AM | <input type="radio"/> 10AM | <input type="radio"/> 11AM |
| <input type="radio"/> Noon     | <input type="radio"/> 1PM | <input type="radio"/> 2PM | <input type="radio"/> 3PM | <input type="radio"/> 4PM  | <input type="radio"/> 5PM  |
| <input type="radio"/> 6PM      | <input type="radio"/> 7PM | <input type="radio"/> 8PM | <input type="radio"/> 9PM | <input type="radio"/> 10PM | <input type="radio"/> 11PM |

### How far do the majority of your employees travel (one way) to get to work?

- ☐ Less than 5 miles
- ☐ 5 – 9 miles
- ☐ 10 – 25 miles
- ☐ 26 – 50 miles
- ☐ Greater than 50 miles

**What transportation options do your employees currently have to get to and from work?**

Choose all options that you are aware of.

- ☐ personal vehicle
- ☐ public transit bus
- ☐ taxi
- ☐ carpool
- ☐ company vehicle
- ☐ employer provided shuttle
- ☐ safe route to walk / bike
- ☐ Other (please explain) \_\_\_\_\_

**Do you feel you are knowledgeable about public transportation options in your area?**

- ☐ Yes
- ☐ No

**Do transportation issues play a role in employee tardiness or absenteeism at your company?**

- ☐ Yes
- ☐ No

**Do you think having transportation services available to employees would make their lives better or give you access to new employees?**

- ☐ Yes
- ☐ No

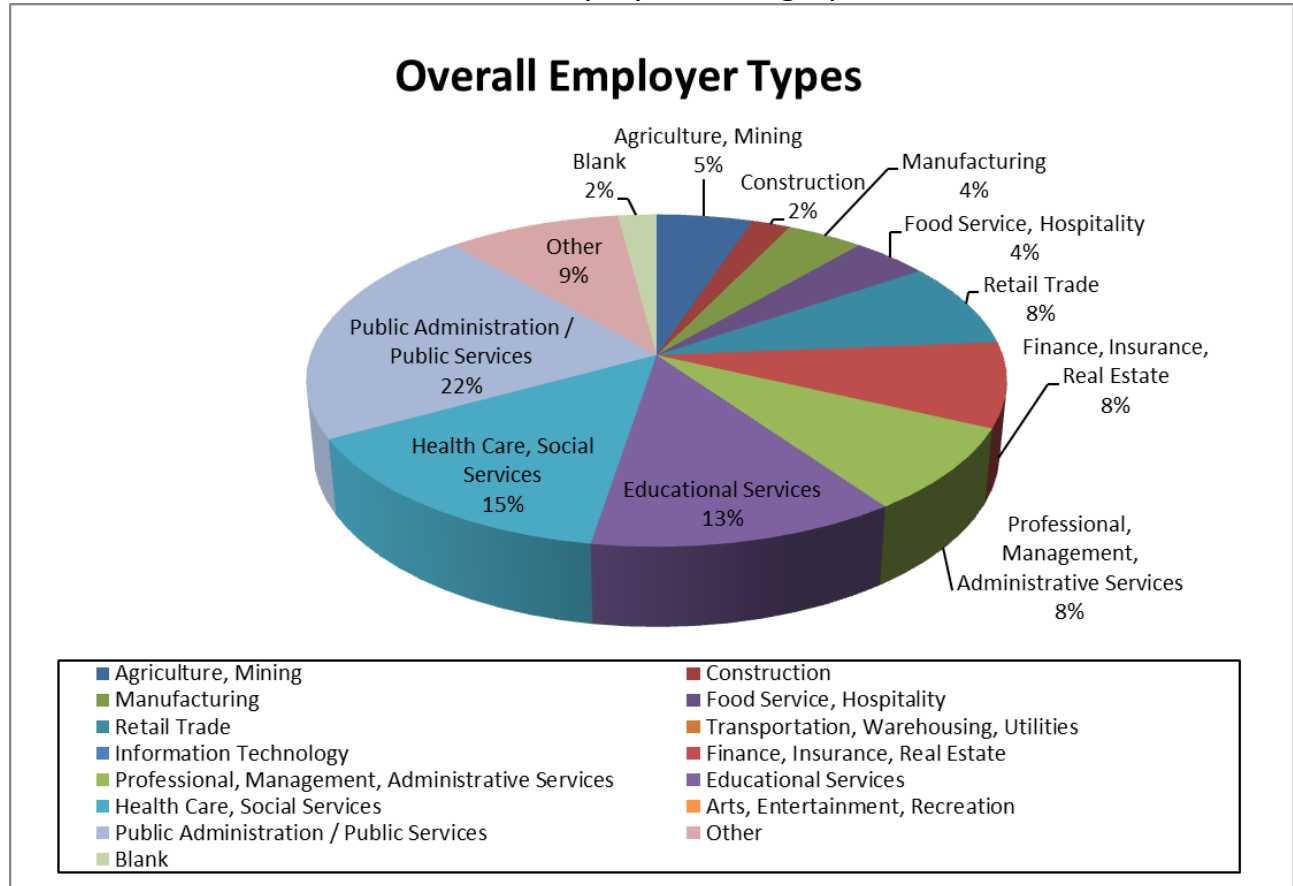
**Which of the following items would your company consider supporting to help deal with employee transportation issues?** Choose all that you would consider.

- ☐ Help provide transportation information to employees
- ☐ Contribute financially to make public transportation available / more affordable for employees
- ☐ Offer transportation related incentives to employees
- ☐ Develop an employee transportation benefits program (may allow a tax benefit for company)
- ☐ Offer flexibility with employee hours to support transportation options
- ☐ Provide assistance to employees in setting up carpooling and other rideshare programs
- ☐ Not interested in assisting with employee transportation at this time
- ☐ Other (please explain) \_\_\_\_\_

## Employer Survey Results

97 employer submissions (12% of total survey submissions)

### General Employer Demographics

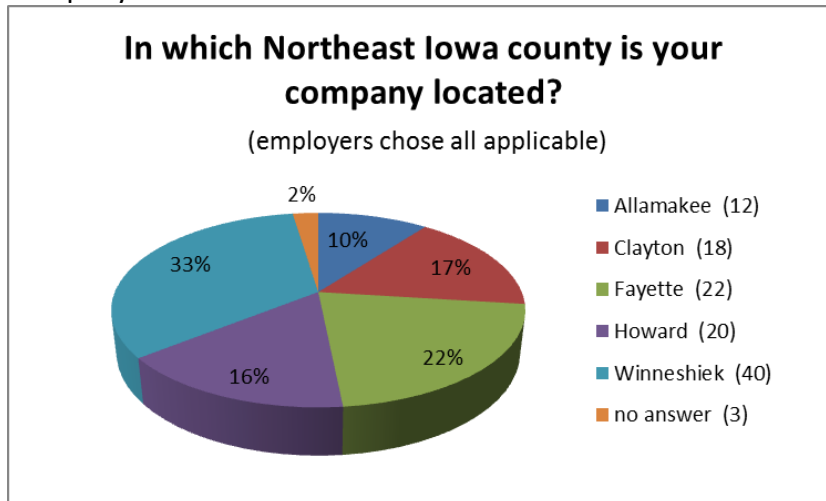


| Employer Type                          | # of responses |
|--|----------------|
| Agriculture, Mining                    | 5              |
| Construction                           | 2              |
| Transportation, Warehousing, Utilities | 0              |
| Food Service, Hospitality              | 4              |
| Retail Trade                           | 8              |
| Manufacturing                          | 4              |
| Other                                  | 9              |
| No answer                              | 2              |

| Employer Type                                     | # of responses |
|---|----------------|
| Information Technology                            | 0              |
| Finance, Insurance, Real Estate                   | 8              |
| Professional, Management, Administrative Services | 8              |
| Educational Services                              | 12             |
| Health Care, Social Services                      | 14             |
| Arts, Entertainment, Recreation                   | 0              |
| Public Administration / Public                    | 21             |

"Other" Employer Types listed: beauty shop, publishing/media, media – newspaper, personal care/daycare, childcare x2, non-profit, business services, economic development

Company Location:



Breakdown of Employer Type, by County:

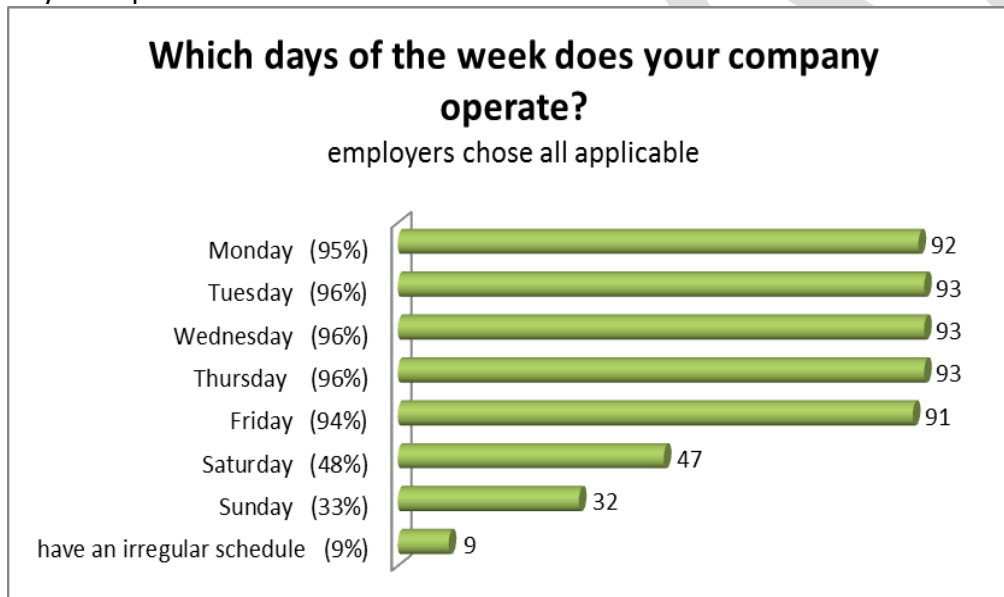
(Total will be greater than # of survey responses, as some employers have sites in multiple counties)

|  | Allamakee                               | Clayton                                     | Fayette | Howard        | Winneshiek   | no county selected |
|--|---|---|---------|---------------|--|--------------------|
| <b>Agriculture, Mining</b>                               |   | 1   | 2       | 1             | 2  |                    |
| <b>Construction</b>                                      |   |   | 1       |               | 1  |                    |
| <b>Manufacturing</b>                                     |   |   | 1       | 2             | 1  |                    |
| <b>Food Service, Hospitality</b>                         | 1                                       |   | 3       |               |  |                    |
| <b>Retail Trade</b>                                      |   | 1   |         | 1             | 7  | 1                  |
| <b>Transportation, Warehousing, Utilities</b>            |   |   |         |               |  |                    |
| <b>Information Technology</b>                            |   |   |         |               |  |                    |
| <b>Finance, Insurance, Real Estate</b>                   | 1                                       |   | 6       | 1             | 2  |                    |
| <b>Professional, Management, Administrative Services</b> | 2                                       | 1   | 2       | 1             | 5  | 1                  |
| <b>Educational Services</b>                              | 1                                       | 3   | 3       | 2             | 7  |                    |
| <b>Health Care, Social Services</b>                      | 4                                       | 6   | 3       | 5             | 6  |                    |
| <b>Arts, Entertainment, Recreation</b>                   |   |   |         |               |  |                    |
| <b>Public Administration / Public Services</b>           | 2                                       | 7   | 4       | 6             | 6  | 1                  |
| <b>Other</b>   | 1 - media - newspaper<br>1 - non-profit | 1 - childcare<br>1 - personal care/ daycare |         | 1 - childcare | 1 - beauty shop<br>1 - business services<br>1 - economic development<br>1 - publishing / media |                    |
| <b>no answer</b>   |   |   | 1       |               | 1  |                    |

## Company Size:



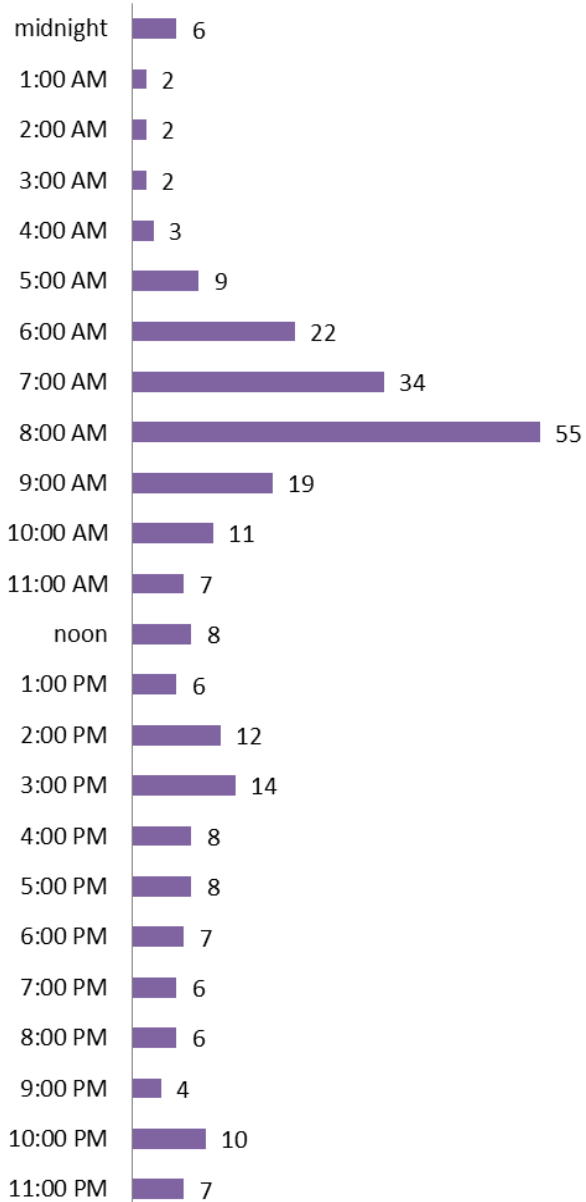
## Days of Operation:



## Operating Hours:

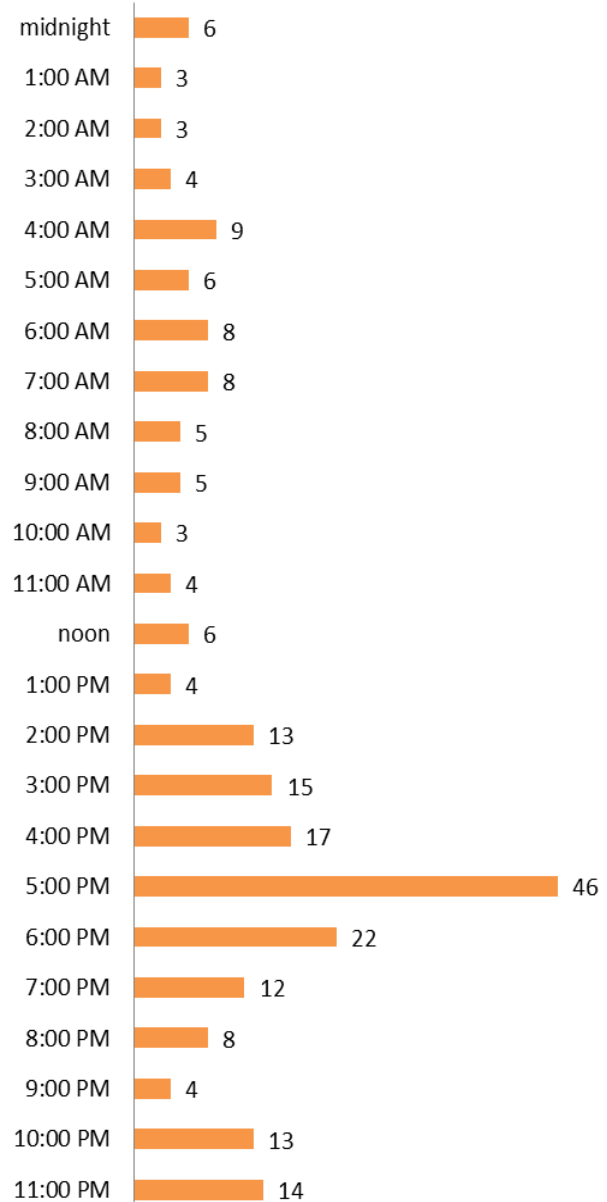
### START TIME: what time do your shifts / operating hours start?

Employers were instructed to select all times that employees would be coming to their location



### END TIME: what time do your shifts / operating hours end?

Employers were instructed to select all times that employees would be leaving their location.

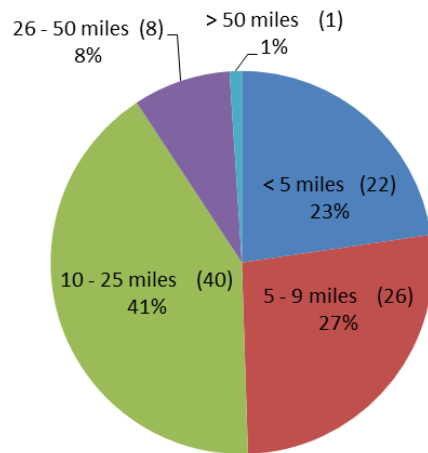




## Transportation Information - Employers

### Employee Commute:

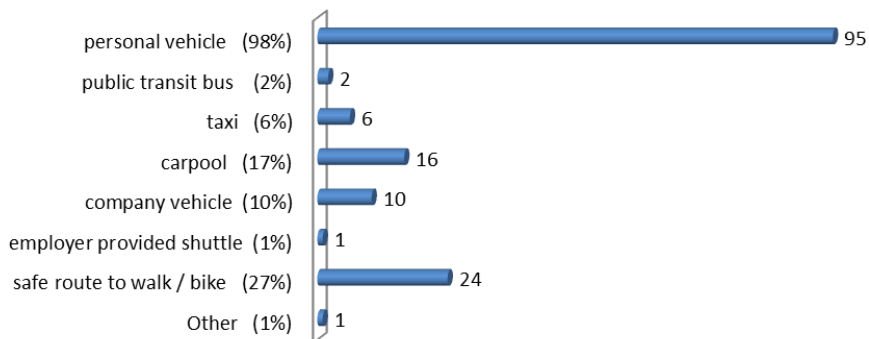
**How far do the majority of your employees travel (one way) to get to work?**



### Employee Transportation Options:

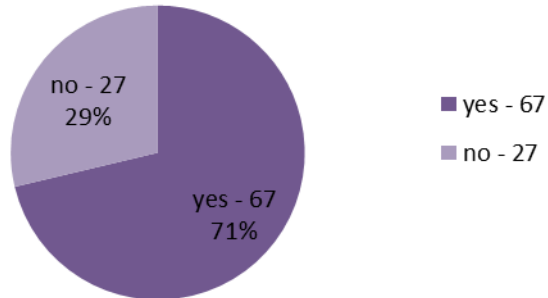
**What transportation options do your employees currently have to get to and from work?**

(employers were instructed to select all options they were aware of)



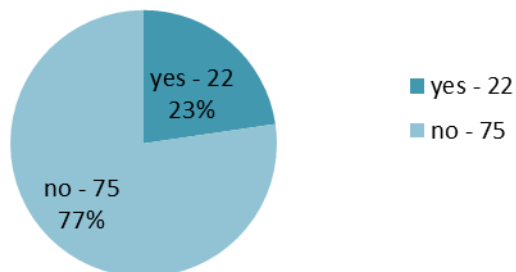
Public Transportation Knowledge:

**Do you feel you are knowledgeable about public transportation options in your area?**

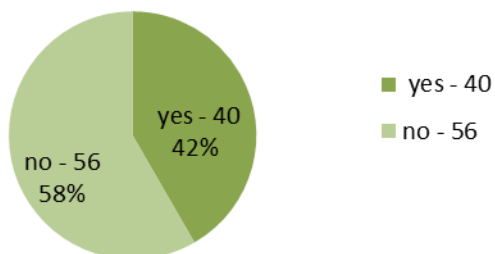


Employee Transportation Impacts:

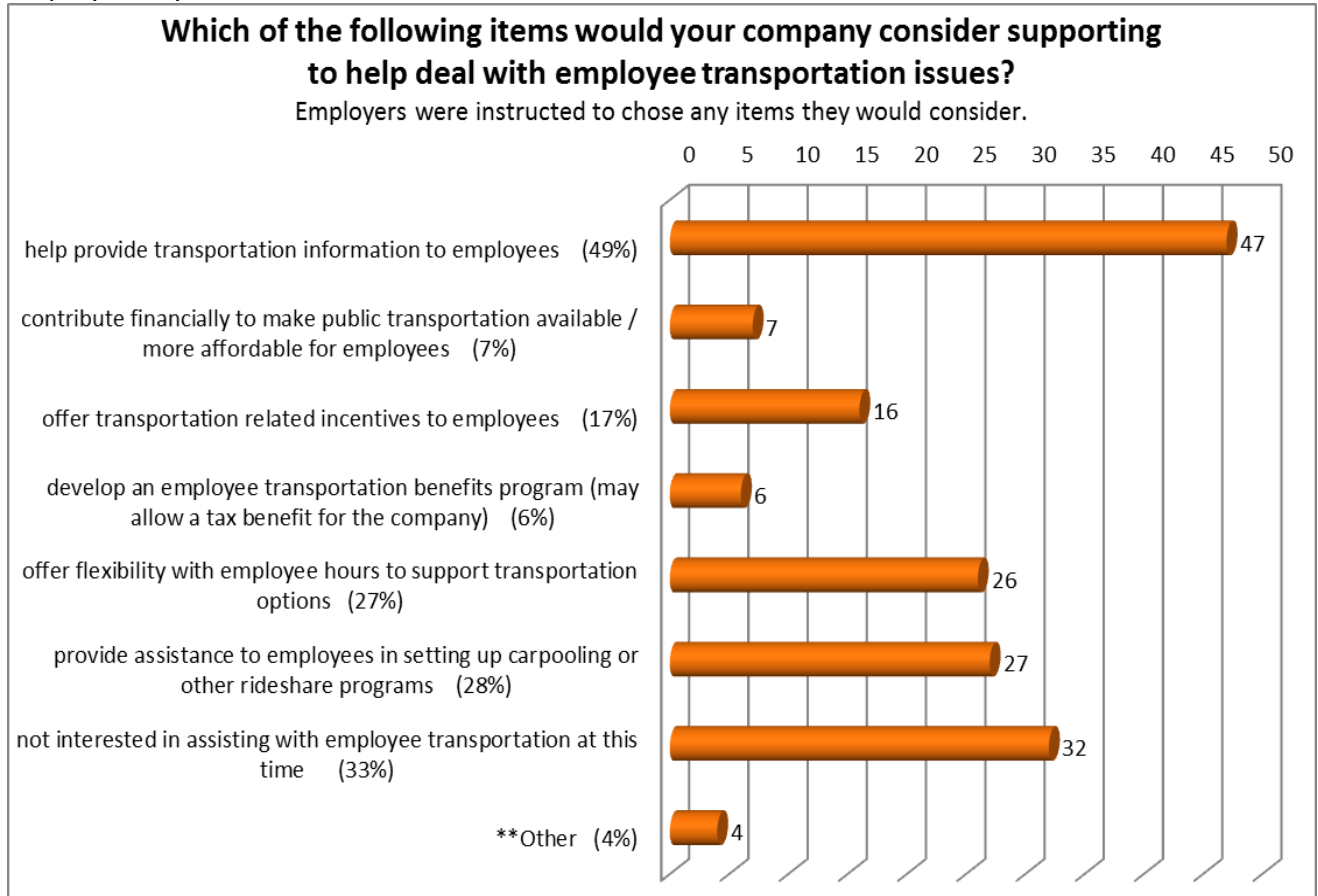
**Do transportation issues play a role in employee tardiness or absenteeism at your company?**



**Do you think having transportation services available to employees would make their lives better or give you access to new employees?**



Employer buy-in:



\*\*Other responses: "bicycle parking", "we utilize transportation supports for the children using our childcare services more so than for employee transportation at this point in time", "not really applicable, as we have such a small staff (3 employees max ... two are family and live together)"

## **Survey for Job Seekers**

**Please choose the statement that best fits you:**

- ☐ I am a job seeker because I am currently unemployed.
- ☐ I am a job seeker because I am currently under-employed (you want/need more employment that you currently have)

**How long have you been unemployed? (if applicable)**

- ☐ 0 – 3 months
- ☐ 3 – 7 months
- ☐ Greater than 7 months

**Please mark any of the following statements that are true for you.**

- ☐ I have been unable to accept a job because of transportation issue.
- ☐ I've been unable to fulfill unemployment requirements because of transportation issues.
- ☐ I have a hard time paying for transportation to work or job seeking activities.
- ☐ I've lost a job because of transportation issues.
- ☐ I've been unable to continue my education because of transportation issues.

**What is the main transportation you are currently using for work / job seeking?**

Choose the one transportation option that you use the most.

- ☐ drive my own vehicle
- ☐ ride a public transit bus
- ☐ take a taxi
- ☐ carpool
- ☐ walk or bike
- ☐ Other (please explain) \_\_\_\_\_

**Please mark all transportation methods you currently use:**

- ☐ Drive my own vehicle
- ☐ ride a public transit bus
- ☐ take a taxi
- ☐ carpool
- ☐ walk or bike
- ☐ Other (please explain) \_\_\_\_\_

**How much are you currently spending per week on work / job seeking related transportation?**

Choose the option that best fits a normal week for you.

- ☐ \$0 - \$35
- ☐ \$36 - \$50
- ☐ \$51 - \$75
- ☐ \$76 - \$100
- ☐ \$101 +

**Do you feel you are knowledgeable about public transportation options in your area?**

- ☐ Yes
- ☐ No

**If you had the option to participate in ridesharing, which types would you consider using?**

Please mark all that you would consider using.

- ☐ public bus service
- ☐ van service provided by employer or other agency
- ☐ carpooling only with coworkers / others you know
- ☐ carpooling with others in the community
- ☐ park and ride service
- ☐ not interested in rideshare
- ☐ Other (please explain) \_\_\_\_\_

**How far (one way) are you willing to commute for a job?**

- ☐ Less than 5 miles
- ☐ 5 – 9 miles
- ☐ 10 – 25 miles
- ☐ 26 – 50 miles
- ☐ Greater than 50 miles

**What's your age?**

Please choose the range that includes your age.

- ☐ 14 – 20 years old
- ☐ 21 – 31 years old
- ☐ 32 – 46 years old
- ☐ 47 – 64 years old
- ☐ 65 + years old

**How many people are in your household?**

- ☐ 1            ☐ 2            ☐ 3            ☐ 4
- ☐ 5            ☐ 6            ☐ 7            ☐ 8            ☐ More than 8

**What is your annual household income level?**

Choose the category that best fits your entire household income.

- ☐ less than \$11,000                      ☐ \$25,000 - \$34,999                      ☐ \$75,000 - \$99,999
- ☐ \$11,000 - \$14,999                      ☐ \$35,000 - \$49,999                      ☐ \$100,000 +
- ☐ \$15,000 - \$24,999                      ☐ \$50,000 - \$74,999

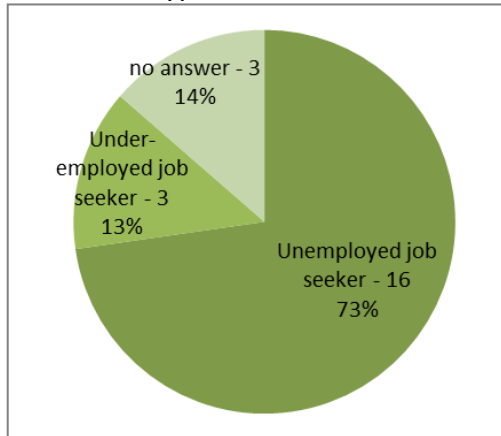
**What is your home zip code?** \_\_\_\_\_

## Job Seeker Survey Results

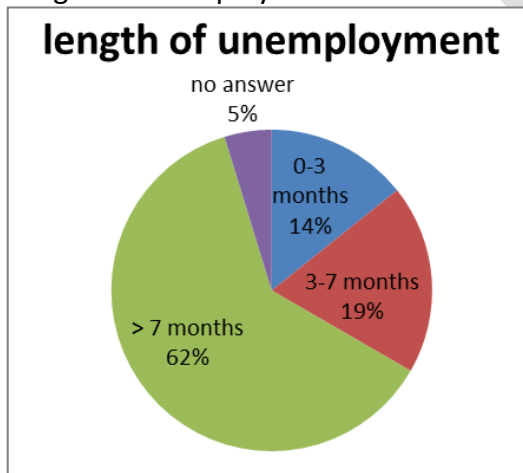
21 job seeker submissions (3% of total survey submissions)

### General Job Seeker Demographics

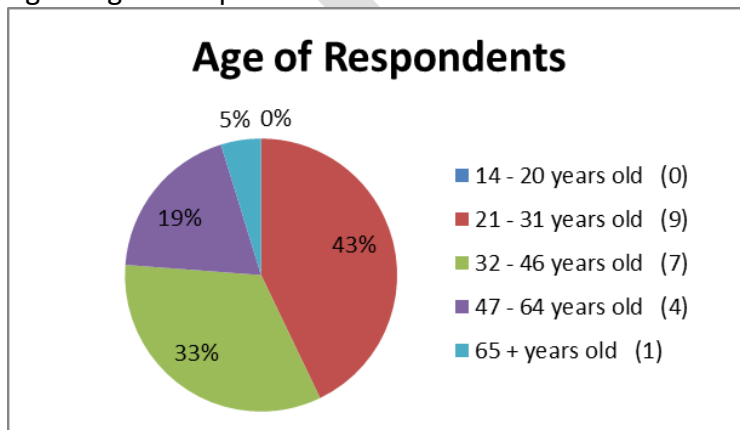
Job Seeker types:



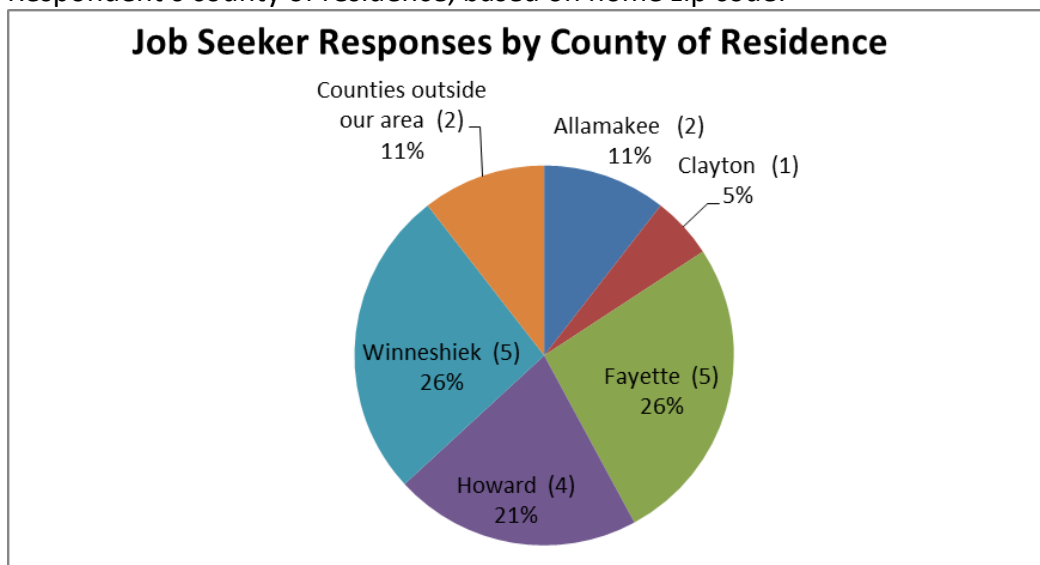
Length of Unemployment:



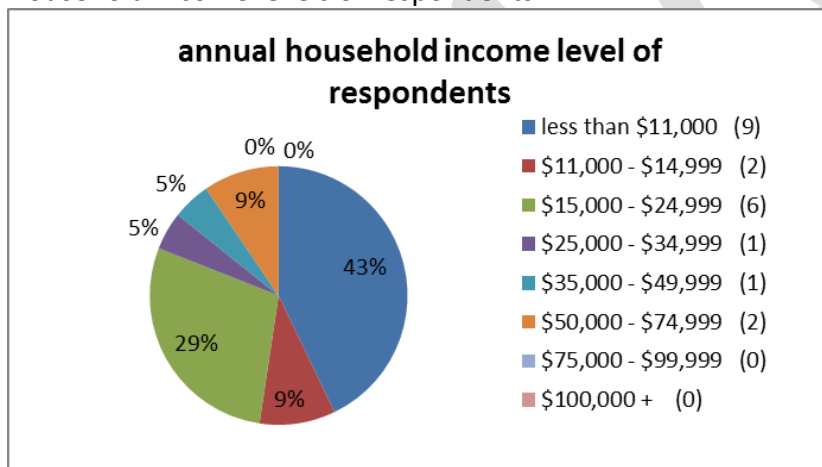
Age range of respondents:



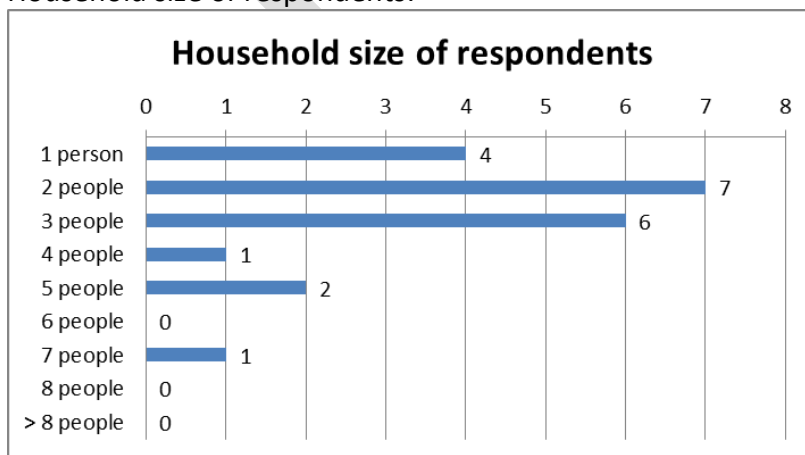
Respondent's county of residence, based on home zip code:



Household income levels of respondents:



Household size of respondents:

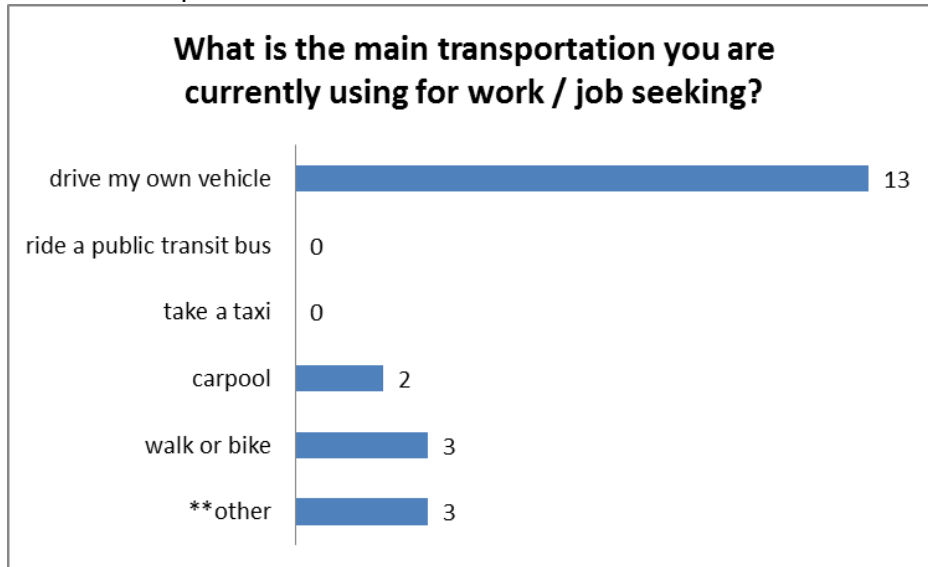




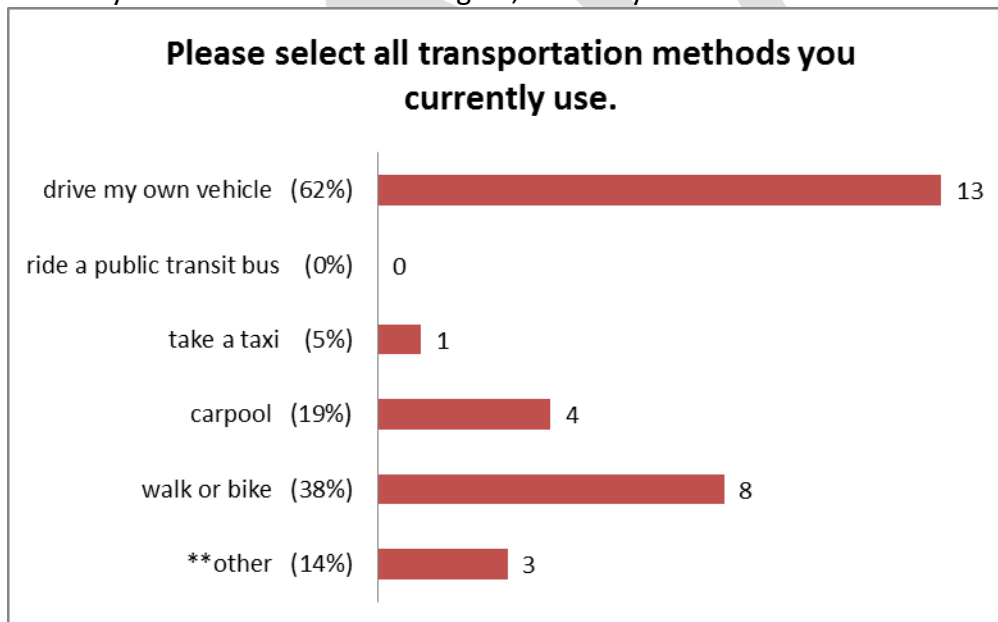
57% of respondents (12) are living in poverty, based on reported income and household size compared to 2012 Poverty Income Guidelines.

### Transportation Information – Job Seekers

Current transportation information:

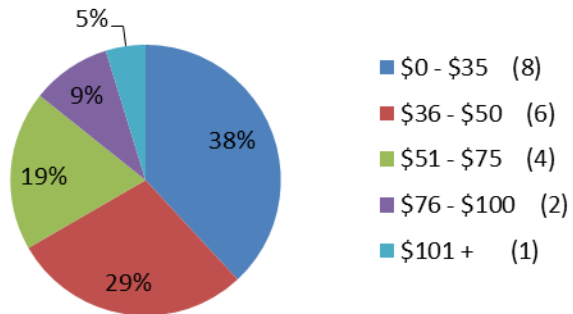


\*\* other entries: “depend of family and friends for transportation”, “boss is picking me up currently - but won't last much longer”, “drive by relative”

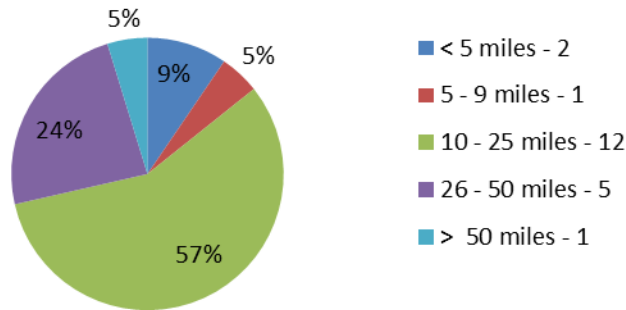


\*\* other entries: request a ride from family or friends, depend on friends and family, drive by relative

**How much are you currently spending  
per week on work /  
job seeking related transportation?**

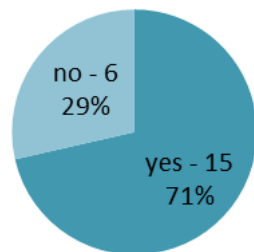


**How far (one way) are you willing to  
commute for a job?**

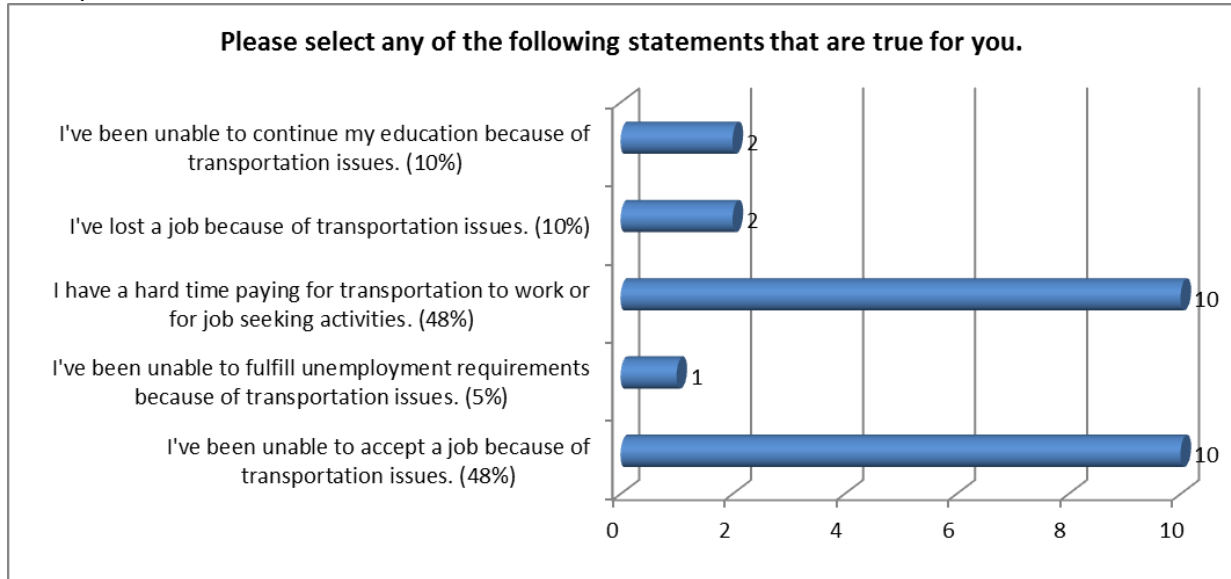


**Public Transit Knowledge:**

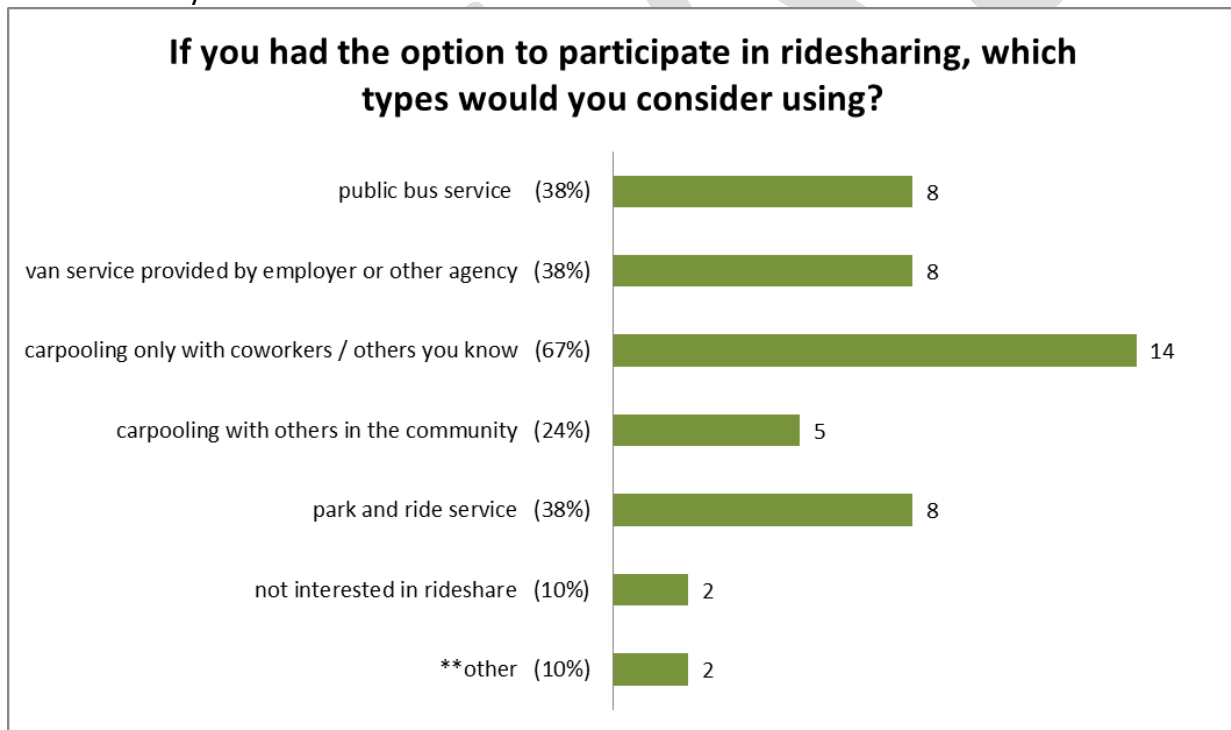
**Do you feel you are knowledgeable about  
public transportation options in your area?**



## Transportation Issues:



## Job Seeker Buy-in:



\*\* other responses: "n/a", "ride with mom"

## ***Interview Questions***

### ***Employee:***

1. How do you currently get to and from work?

Based on their answer, other questions you can ask to expand the discussion are:  
What type of transportation do you normally use?  
Do you regularly make additional stops on the way to or from work?  
How much are you currently spending per week on employment transportation?

2. What does “affordable transportation” mean to you?
3. Tell us about a time when a lack of transportation affected your trip to or from work.

Based on their answer, other questions you can ask to expand the discussion are:  
Has a transportation issue ever caused you to be late or miss work?

4. What do you know about public transit in your area?

Based on their answer, other questions you can ask to expand the discussion are:  
Have you ever used public transit? If yes, why? If no, why not?

5. What does ideal employment transportation look like to you?

Based on their answer, other questions you can ask to expand the discussion are:  
Besides using a private car, what other transportation options would you consider?  
Examples: carpooling, riding a bus, van ride program, park & ride. Etc....

6. Could you tell us some things that would make your commute better or more affordable?
7. How does transportation play into your future employment plans?

### ***Employer:***

1. Tell us a little bit about your company.

Based on their answer, other questions you can ask to expand the discussion are:  
How many employees does your company have?  
Do you have other locations in NE Iowa?  
What are hours of operation for your company?  
Are there employee shifts? If so, what are those shifts?  
What days of the week does the company operate?

2. How does employee transportation impact your business?

Based on their answer, other questions you can ask to expand the discussion are:  
Do you think employee transportation poses any barriers for your company?  
Have you had problems with absenteeism or tardiness caused by transportation issues?  
Do you think transportation issues might limit access to new employees?  
Is company currently doing anything to help address employee transportation issues?

3. What does “affordable transportation” mean to you?
4. Can you share with us any ideas your company’s had that might help solve employment transportation challenges for your employees?
5. Additional question: What is your company willing to do to help address employee transportation challenges?

Options or ideas you could discuss would be:  
Help provide transportation information to employees, contribute financially to make transportation more affordable, offer transportation related incentives to employees or develop an employee transportation benefits program, offer flexibility with hours to support transportation options, provide assistance to employees in setting up carpooling or other rideshare programs

6. What do you know about public transit in your area?

Based on their answer, other questions you can ask to expand the discussion are:  
Have you ever used public transit? If yes, why? If no, why not?

7. What does the ideal employee transportation structure look like to you?
8. How does employee transportation play into your future plans?

*Job Seeker:*

1. Tell us a little bit about your current transportation situation.

Based on their answer, other questions you can ask to expand the discussion are:  
Do you have a car? How do you get where you need to go?  
How do you get to job seeking activities like interviews?  
Will you have transportation for work once you find a job?  
How much are you currently spending per week on transportation related to job seeking?

2. Tell us about a time when a lack of transportation affected your trip to work or for job seeking activities.

Based on their answer, other questions you can ask to expand the discussion are:

Has a transportation issue ever caused you to be late or miss work?

Has a transportation issue caused you to lose a job in the past?

3. What does “affordable transportation” mean to you?
4. What does ideal employment transportation look like to you?

Based on their answer, other questions you can ask to expand the discussion are:

What kind of transportation would you like to see in place to help them get/keep a job?

Besides using a private car, what other transportation options would you consider?

Examples: carpooling, riding a bus, van ride program, park & ride. Etc....

5. What do you know about public transit in your area?

Based on their answer, other questions you can ask to expand the discussion are:

Have you ever used public transit? If yes, why? If no, why not?

6. How does transportation play into your future employment plans?

## **Appendix 2: Mobility Manager Service Agency Survey Questions and Results**

### ***Transportation Survey – Service Agencies***

Survey is also found online at: [bit.ly/P8gMdh](http://bit.ly/P8gMdh)

Agency/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

\*\*\*\*\*

Do you feel you are knowledgeable about existing transportation services in the area?

☐ yes ☐ no

What transportation providers are you are aware of in your area?

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

### **Client Information:**

Do you serve clients that need transportation services? ☐ yes ☐ no  
(If no, skip to page 3)

Do your clients currently use transportation other than private vehicles? ☐ yes ☐ no  
If so, what kinds of transportation?

\_\_\_\_\_  
\_\_\_\_\_



For what purpose do your clients generally need transportation?

(mark all that apply)

- |                                      |   |                                       |
|--------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> work        | <input type="checkbox"/> mealsite           | <input type="checkbox"/> recreational |
| <input type="checkbox"/> medical     | <input type="checkbox"/> education          | <input type="checkbox"/> shopping     |
| <input type="checkbox"/> daycare     | <input type="checkbox"/> sheltered workshop |                                       |
| <input type="checkbox"/> other _____ |   |                                       |

When do your clients generally need transportation (mark all that apply):

- ☐ early morning ( before 7AM)  
☐ morning (7AM - noon)  
☐ mid-day (noon – 5PM)  
☐ evening (5PM – 9PM)  
☐ night (after 9PM)

How frequently do your clients need to travel (choose answer that fits majority):

- ☐ daily  
☐ weekly  
☐ several times per month  
☐ occasionally, as needed

How far do your clients normally need to travel? (mark all that apply)

- ☐ less than 5 miles  
☐ 6 - 10 miles  
☐ 11-30 miles  
☐ 30 - 60 miles  
☐ greater than 60 miles

Do you feel the existing transportation services meet your needs or the needs of your clients? ☐ yes ☐ no

Do you feel your clients have unmet transportation needs? ☐ yes ☐ no

If so, what are they? \_\_\_\_\_

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What are your biggest concerns about transportation for your clients? \_\_\_\_\_

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### Employee Information:

How many employees work for your agency/company? \_\_\_\_\_

What are your normal business hours of operation?  
(if your company has shifts, please list the hours for each shift)

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How far do your employees normally travel to get to work?  
(based on one way travel – mark all that apply)

- ☐ less than 5 miles  
☐ 6 - 10 miles  
☐ 11-30 miles  
☐ 30 - 60 miles  
☐ greater than 60 miles

Do you have employees that use transportation other than private vehicle?  
☐ yes ☐ no ☐ unknown

If so, what kinds of transportation? \_\_\_\_\_

---

Do you have employees that need transportation services? ☐ yes ☐ no ☐ unknown

Do you think having transportation services available to employees would make their lives better or give you access to new employees? ☐ yes ☐ no ☐ unknown

Do any employees currently carpool to/from work? ☐ yes ☐ no ☐ unknown

Are you interested in learning more about possible tax benefits related to employee transportation programs? ☐ yes ☐ no

\*\*\*\*\*

Do you think a transportation provider website that lists details about all providers in the area would be helpful for you and/or your employees / clients? ☐ yes ☐ no

Do you think a carpooling / rideshare website would be helpful for you and/or your employees / clients? ☐ yes ☐ no

Would you like someone from NEICAC-Transit to meet with you to discuss transportation or present information to your agency or group? ☐ yes ☐ no

Do you have other comments or concerns about transportation that have not been covered elsewhere in this survey? \_\_\_\_\_

---

Thanks so much for taking time to help evaluate transportation services and needs. Input like yours is very valuable to help guide future service.

Please don't hesitate to contact Karn Pankow, Operations & Mobility Manager at NEICAC to further discuss this survey or any specific transportation needs or questions you have. Phone: 866-382-4259 or email: [karn@neicac.org](mailto:karn@neicac.org)

Please return this survey in the attached self-addressed stamped envelope or by mailing to: Karn Pankow %NEICAC, PO Box 487 Decorah, IA 52101

### **Survey Results – Service Agencies**

#### **Transportation Survey Results**

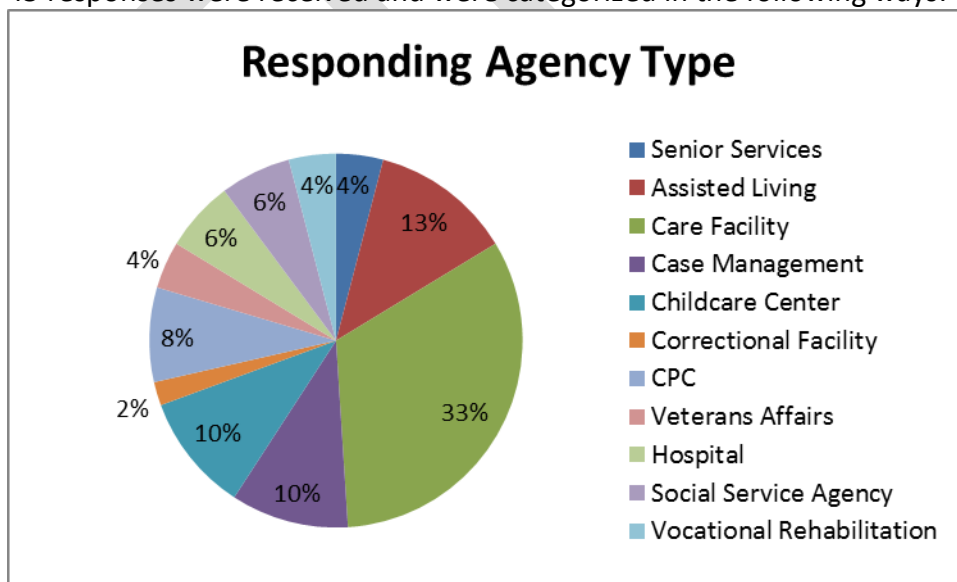
September 2012

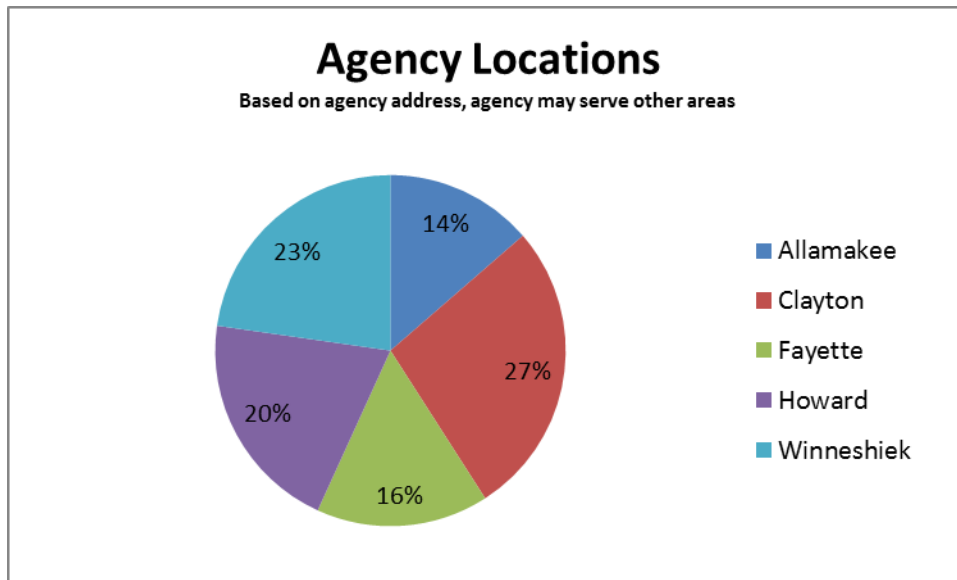
Compiled by Karn Pankow, Operations / Mobility Manager, NEICAC-Transit

68 surveys were mailed out to service agencies in our 5 counties.

Permission was given to the recipients to distribute to others as well, so full reach is unknown.

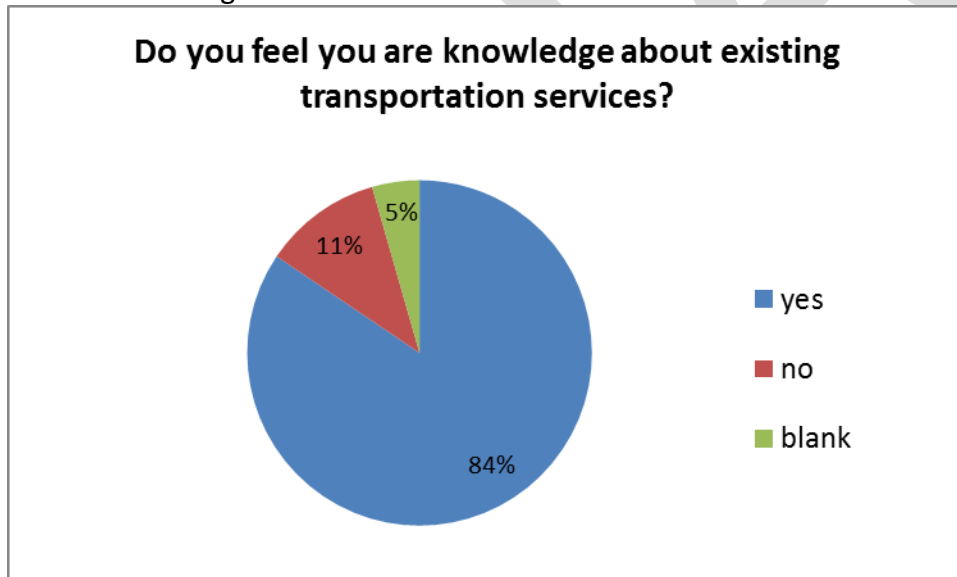
45 responses were received and were categorized in the following ways:





The survey focused on several areas: knowledge of existing services, client transportation needs, employee transportation needs, and feedback on future project directions.

#### Service Knowledge:

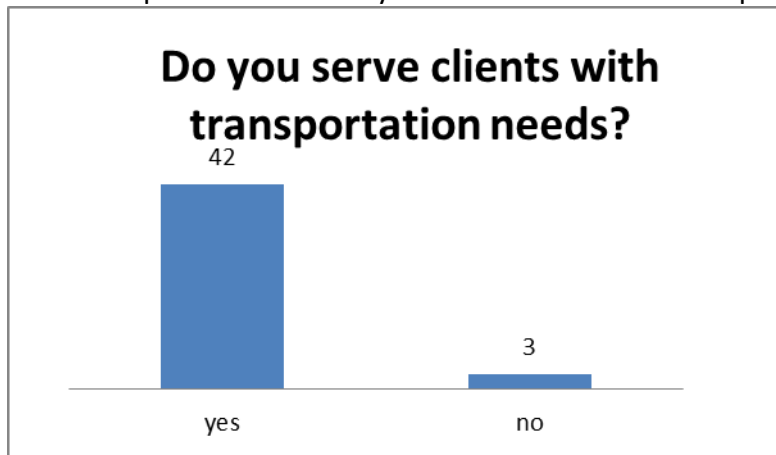


#### What transportation providers are you aware of in your area?

- NEICAC-Transit
- Hometown Taxi
- Sarge & Marge Taxi
- Q King Taxi
- Cozy Van
- Chickasaw Chassie
- private individuals paid through consumer choice option
- public school buses
- VA vans from Allamakee & Floyd counties
- VA van for Clayton/Delaware counties
- some waiver providers
- nursing home vans
- Region 7 transit
- Region 2 transit

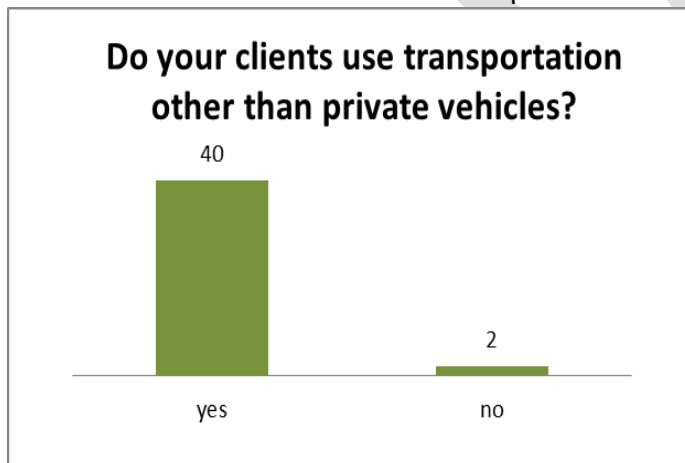
## Client Transportation Needs:

93% of respondents said they do serve clients with transportation needs



Agencies that serve clients, gave the following responses:

95% said that their clients do use transportation other than private vehicles.

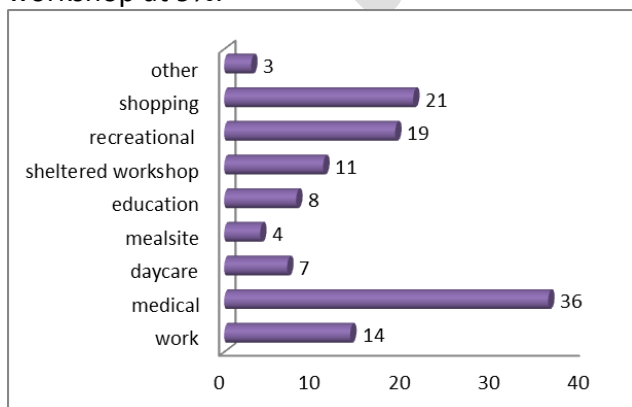


Other transportation used:

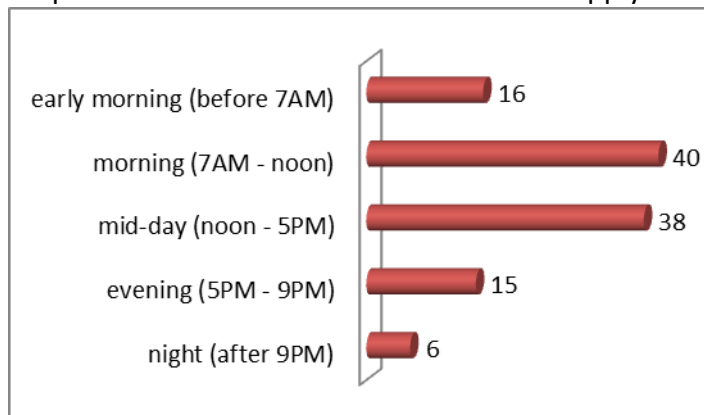
- Community transportation providers
- DAV van
- NEICAC-Transit
- Private volunteer drivers
- Emergency vehicle
- The agency's own vehicle
- Cozy Van
- School Bus
- Hometown Taxi
- Taxi services
- Private providers
- Natural supports

For what purpose do your clients generally need transportation?

Respondents were allowed to choose multiple purposes. The top 5 trip purposes were medical at 29%, followed by shopping at 17%, recreational at 16%, work at 11%, and sheltered workshop at 9%.

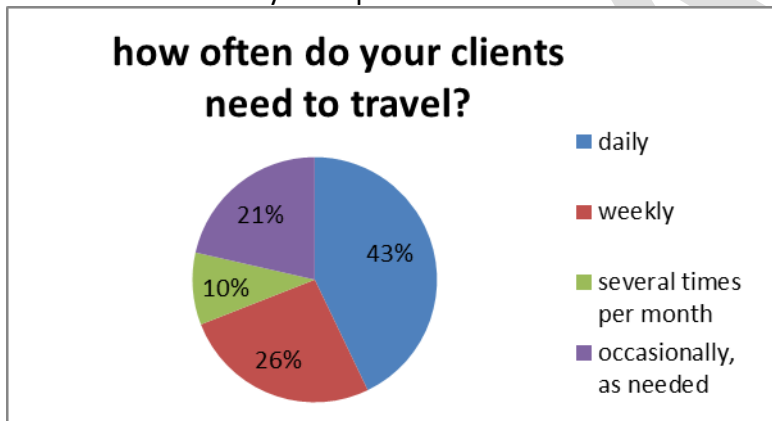


When do your clients generally need transportation?  
Respondents were allowed to mark all that apply.

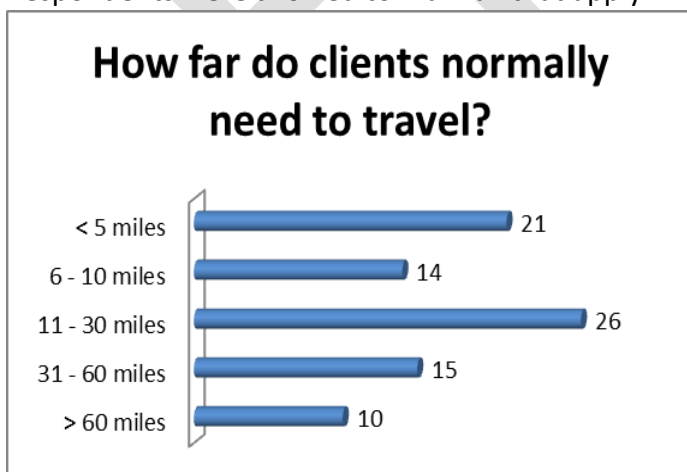


- 38% of respondents said transportation was needed early morning.
- 95 % of respondents said transportation was needed in the morning.
- 90% of respondents said transportation was needed mid-day.
- 36% of respondents said transportation was needed in the evening
- 14% of the respondents said transportation was needed at night.

How frequently do your clients need to travel?  
Respondents were asked to choose the answer that best fits the majority of their clients.  
Almost half said daily transportation is needed.



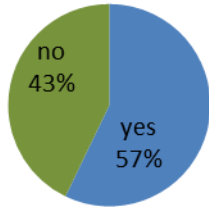
How far do your clients normally need to travel?  
Respondents were allowed to mark all that apply.



- 50% of respondents said clients need to travel less than 5 miles.
- 33% of respondents said clients need to travel 6 – 10 miles
- 62% of respondents said clients need to travel 11-30 miles
- 36% of respondents said clients need to travel 31-60 miles
- 24% of respondents said clients need to travel greater than 60 miles

Do you feel the existing transportation services meet the needs of your clients?

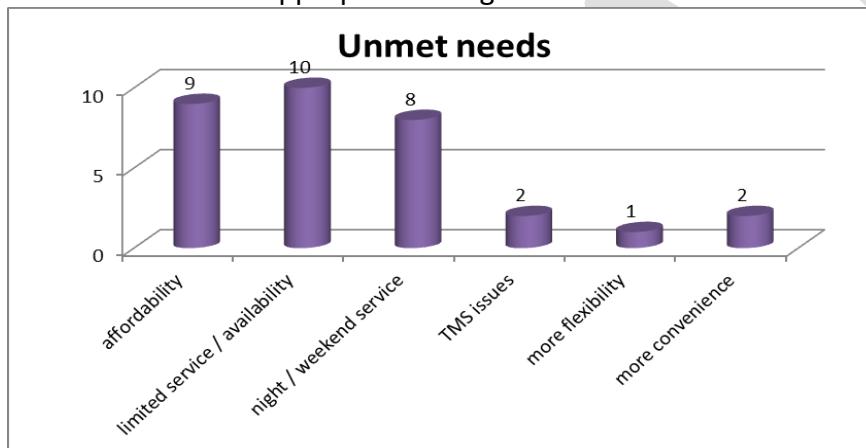
### Do existing transportation service meet your client's needs?



- 57% of respondents think existing services meet the needs of their client.
- While 43% say there are unmet needs.

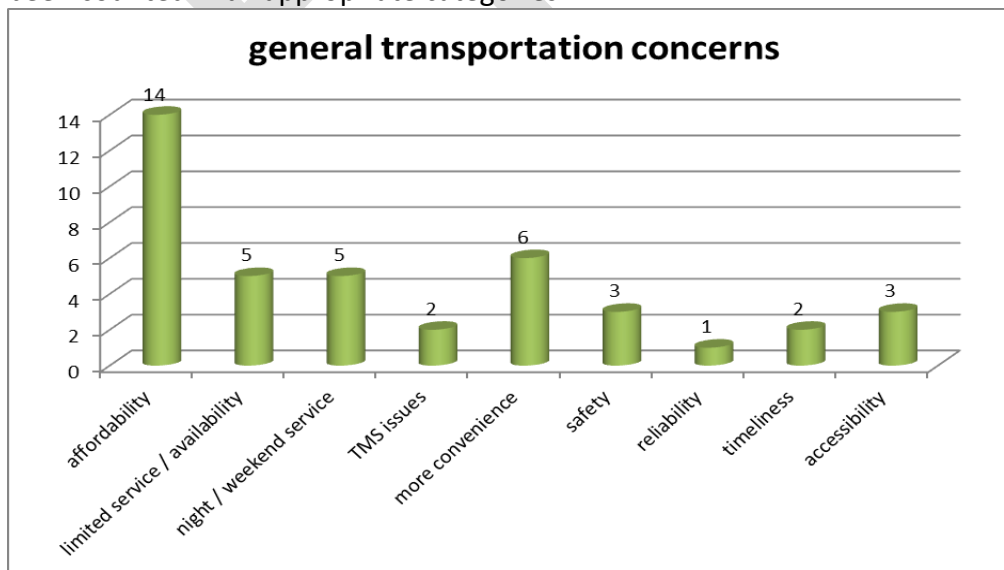
Please tell us what unmet needs your clients have:

Responses were categorized to identify trends; several responses had multiple items and have been counted in all appropriate categories



What are your biggest concerns about transportation for your clients:

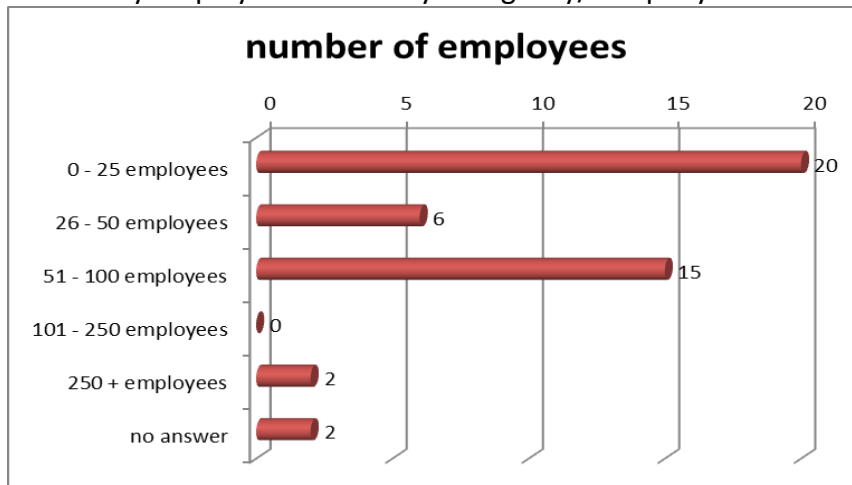
Responses were categorized to identify trends; several responses had multiple items and have been counted in all appropriate categories.



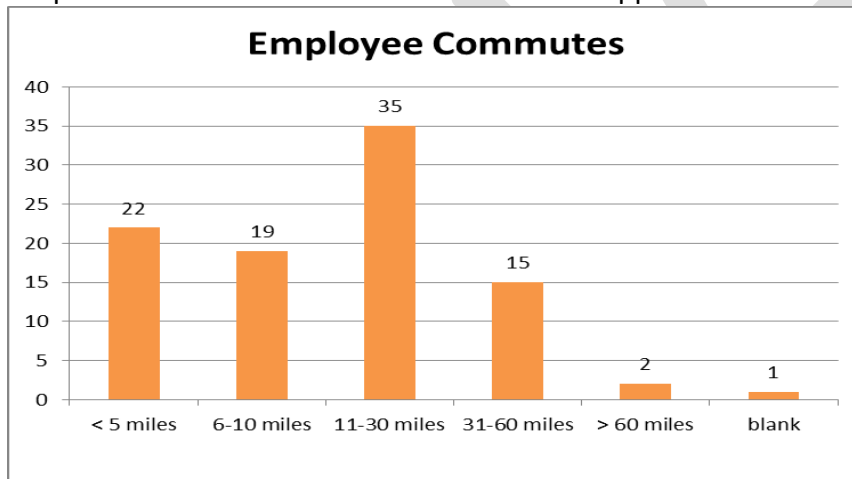


## Employee Transportation

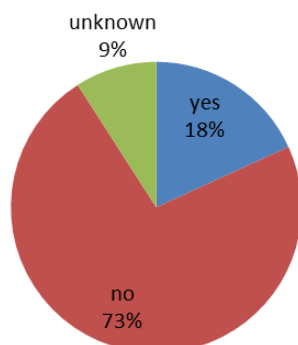
How many employees work for your agency/company?



How far do employees normally travel to get to work (one way)?  
Respondents were instructed to mark all that applied.



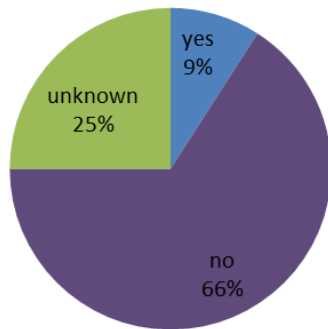
**Do you have employees that use transportation other than private vehicle?**



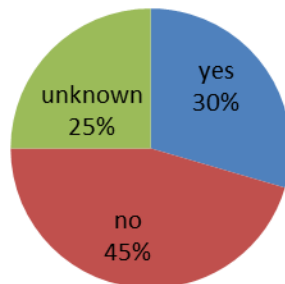
Other transportation used:

| transportation type: | Number of responses: |
|----------------------|----------------------|
| taxi                 | 2                    |
| school bus           | 1                    |
| company car          | 1                    |
| bicycle              | 1                    |
| Public Transit       | 2                    |

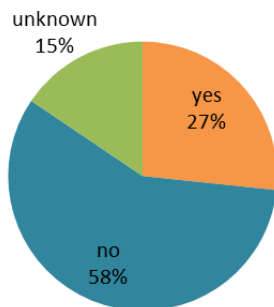
### Do you have employees that need transportation services?



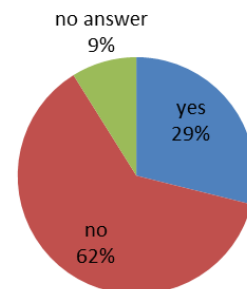
### Do you think having transportation services available to employees would make their lives better or give you access to new employees?



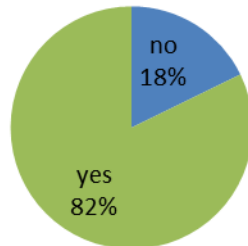
### Do any employees currently carpool to/from work?



### Are you interested in learning about possible tax benefits related to employment transportation programs?



**Would a transportation website that lists details about all the transportation providers in the area be helpful to you and/or your employee / clients?**



**Would a carpooling / rideshare website be helpful to you and/or your employees / clients?**

